

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
S324	Deputy Head of Care	Grade 8	252 Hay	April 2008

Statement of Purpose

To work as a member of the Sleepover Club team, acting as Deputy Head to the Head of Care and acting up as the Head of Care in their absence and within the context of the school's aims and policies, supporting the implementation of plans, targets and practices which secures high quality care to pupils and students who use the sleepover club in line with the National Standards for Residential Schools.

Support Strategic Management

- Demonstrate a style of leadership that provides an organisational culture and practice which develops staff expertise.
- Be mindful of relevant ongoing legislation, implementing this to ensure the very best of outcomes for children and the school.
- Contribute to the development of services, policies and practice which optimise life chances for all children within the framework of key initiatives within the school.
- Assist in the Management of the development and direction of provision as agreed by the SMT and Governors.
- Assist the Head of Care to ensure residential provision meets all requirements of Ofsted.
- Promote and manage a quality provision.
- Determine the effective use of resources.
- To support the inspection of residential schools in Staffordshire.

Support to Pupils

- Liaise closely with other school staff to maximise generic and agreed outcomes (for pupils and families) via Care Plans.
- To have responsibility for the management of morning and evening activities, directing team members and other appropriate personnel during the duty period.
- To work as part of the schools' multi-disciplinary team approach, liaising with outside agencies and other professionals.
- To assist in the Management of a provision which actively promotes children's life chances.
- Maintain an environment which safeguards and protects children.
- To oversee the effective administration of medication according to national guidelines and keep records up to date.
- To plan extra curricular activities and visits according to the individual needs of the pupils.
- To 'sleep in' as required.
- Be a role model to pupils and staff.

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Line Management

- To be responsible for providing models of good practice to team members.
- To undertake structured supervision of team members during duty periods.
- Contribute to the selection, recruitment and retention of staff.
- Maintain healthy and safe working practices and environment.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the working hours.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Deputy Head of Care
Level 3+**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children with specific needs. • Supervisory experience. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 in appropriate discipline. • Participation in development and training opportunities 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Full working knowledge of relevant policies/codes of practice/legislation. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Good communication skills. • Ability to work constructively as part of a team and on own initiative. • Ability to relate well to children and to adults. • Have flexible approach to work. • Willingness to work evenings and early mornings on a shift basis. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion. • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. 	AF/I

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<ul style="list-style-type: none"> • Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures team is focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict. • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing .to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve team’s objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. • Promotes a culture of trust, where honest and constructive feedback is sought. • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success. • Develops and nurtures networks within and outside the organisation. 	
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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***