

## JOB DESCRIPTION

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| <b>Job Title:</b>                                            | Care and Pastoral Officer (waking nights)                                                                                                                                                                                                                                |
| <b>Salary:</b>                                               | £31,782 per annum/pro rata<br>Actual salary £29,951, £16.47 p/h<br>40 hours p/w - 10pm to 8am, Mon, Tues, Weds & Thurs nights<br>Term time only (39 weeks)<br>(We would welcome applications for both full time or part time hours in order to fill the 40 hours needed) |
| <b>Base:</b>                                                 | Orchard Manor School                                                                                                                                                                                                                                                     |
| <b>Supervisor</b>                                            | Care & Pastoral Manager                                                                                                                                                                                                                                                  |
| <b>Direct responsibility for</b>                             | N/A                                                                                                                                                                                                                                                                      |
| <b>Important Functional Relationships: Internal/External</b> | Pupils, staff, social workers, parents, carers, external agencies.                                                                                                                                                                                                       |

### Main Purpose of Job:

To work across the school and within the residential provision supporting children and young people with ASC, communication and interaction difficulties and associated learning difficulties. For waking night duties: to provide safe, nurturing overnight care that follows safeguarding expectations, care plans and residential regulations.

### Main Duties and Responsibilities:

- To work as an integral member of the care team and alongside the broader school team.
- To be a key worker/mentor for nominated children both within residence and within the school.
- To meet the care, social and educational needs of children who have Education Health and Care Plans.
- To actively promote the health and wellbeing of all children in the residences and the wider school.
- To promote and plan opportunities for pupils to develop and practise life, social and communication skills.
- To ensure pupils participate in after-school activities with a breadth of opportunities.
- To undertake Risk Assessments associated with the children in residence and relevant activities.
- To administer and secure all drugs on school premises in line with policies.
- To provide a caring, stimulating and secure environment.
- To contribute to reports, PEPs, annual reviews and attend meetings as required.
- To take on areas of specific responsibility as required.
- To support colleagues working with support services and other agencies.
- To understand fire regulations and attend regular training.
- To ensure all record-keeping is accurate, compliant and maintained to a high standard.
- To enable and encourage pupils to build positive relationships with staff, peers and families.
- To undertake Team Teach training and use de-escalation strategies.
- To be approachable to students, staff and families.

**Night-Specific Care**

- Provide care throughout the night, checking pupils at regular intervals in line with their care plans.
- Work confidently alone overnight while recognising when support is required.
- Respond promptly to calls for assistance while maintaining privacy, dignity and choice.
- Write clear and accurate night-time records for each pupil.
- Receive handover from day staff and deliver a detailed morning handover, raising concerns or changes.
- Lead by example as a positive role model during night-time routines.
- Provide sensitive personal care that upholds the dignity of each young person.
- Ensure all nightly health and safety expectations are met.
- Carry out scheduled nightly tasks such as administrative duties and cleaning to support the running of the house.
- The role requires independent working; however, another staff member will be sleeping in the house and can be called upon for assistance when necessary.

**Residential & Regulatory Compliance**

- Maintain confidentiality about young people, colleagues and families at all times (where not already stated).
- Participate in training and supervision specific to residential/night working.
- Contribute to the effective running of the house during night hours.

- **Risk, Medication, and Safety**

- Maintain and update risk assessments for residential students and all night-time activity within the allocated house.
- Understand the Ofsted Care Inspection Framework and relevant night-time requirements.

**General – applicable to all Trust roles:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

| Person Specification:                  |                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                              |                                                      |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|                                        | Essential                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                                    | Recruiting method                                    |
| <b>Education and Training</b>          | <p>Experience working in a care/residential or similar setting.</p> <p>NVQ Level 3<br/>Childcare/Residential Childcare (or willingness to work towards).</p> <p>Up-to-date safeguarding knowledge.</p> <p>Experience working with pupils with ASC/SEN and communication/interaction needs.</p>                                                                            | <p>Experience supervising or leading others.</p> <p>Additional safeguarding qualification.</p> <p>Training in behaviour support/evidence-based interventions.</p>                                                                            | Application, references, certificates and interview. |
| <b>Skills and Experience</b>           | <p>Ability to remain calm under pressure.</p> <p>Able to work independently and as part of a team.</p> <p>Strong communication skills (written and verbal).</p> <p>Ability to build positive professional relationships.</p> <p>Confidence to work in challenging situations.</p> <p>Good judgement and ability to “think on your feet”.</p> <p>Basic IT proficiency.</p> | Experience of managing resources.                                                                                                                                                                                                            | Application and interview.                           |
| <b>Specialist Knowledge and Skills</b> | <p>Good knowledge of Ofsted Nation Minimum Standards and SCIFF.</p> <p>Good knowledge of de escalation and intervention strategies</p>                                                                                                                                                                                                                                    | <p>Experience of the residential Ofsted inspection process.</p> <p>Training and experience of evidence-based behaviour strategies.</p> <p>Good knowledge of the correct procedure for the safe administration and storage of medication.</p> | Application and interview.                           |

#### **Special Conditions related to the post:**

*The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

*Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:*

- *Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information*
- *Receipt of two satisfactory employer references one of which must be from your current or most recent employer*
- *Satisfactory verification of relevant qualifications*
- *Satisfactory health check*

*All new employees will be required to undertake mandatory training required by the Trust.*

#### **Trust Benefits:**

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff