

## **EATON HALL SPECIALIST ACADEMY**

### **JOB DESCRIPTION**

POST TITLE: Childcare Officer

RESPONSIBILITY FOR: To be confirmed

RESPONSIBLE TO: Head of Care

GRADE: Scale F12 – 17 plus sleep-in allowance

POSTHOLDER: TBC

### **GENERAL RESPONSIBILITIES:**

The overall function of a Childcare Officer is to be immediately responsible for the care and leisure time activities of a group of children under the supervision and guidance of the Senior Childcare Officers and will hold a case load of up to 6 pupils.

To maintain clear, effective and impartial communication between education and care staff, and the senior management team.

To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.

To be conversant with, and work towards, fulfilling the Academy's aims and objectives as laid out in that policy document.

### **MAIN RESPONSIBILITIES:**

1. The implementation of an agreed pattern of sensitive, but effective, care and control to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so that pupils enjoy a calm and relaxed group living experience.
2. To be responsible for the training and counselling of pupils in personal and social competence, including: relationships, health, hygiene, domestic etiquette, dress and safety.
3. To be responsible for the safety of children by exercising adequate control and supervision.

4. To establish with the care team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the school.
5. To be actively involved in the Academy's recreational and social programme and engage individuals and groups of pupils in constructive, enterprising and a socially extending range of leisure pursuits. To have specific responsibility for the involvement of pupils in the residence in such activities.
6. Attend meetings to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the Academy.
7. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner.
8. To assist in the professional development of colleagues by involvement in relevant aspects of the Academy's Staff Support and Development Programme.
9. To be responsible for the management of pupil pocket money.
10. To maintain the orderliness of the children's living and recreational areas and clean such areas in emergencies.
11. To "sleep-in" as per rota. When asked by the Head of Care to cover the absence of a colleague who is unable to do this duty. This is on a temporary basis during the year.
12. To take part in the Norfolk Steps initial training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.
13. To liaise with the Academy Support Manager with regard to all domestic arrangements affecting pupils where required by the Head of Care.
14. To take part in all Safeguarding training and to relay any incidents causing concern to the Head of Care/Senior Childcare Staff in the absence of the Deputy Head.
15. To ensure that the Academy's Specialist Status and Teaching Academy objectives are completed annually.
16. To work alongside the Head of Care by engaging in the Academy day supporting pupils' social and emotional development in lessons. This will entail working with those students who find it difficult to maintain their place in the classroom due to their level of disturbance. Where necessary this may involve removal of the student from the lesson and working on a one to one basis with that particular student until he is able to retake his place in the classroom.

17. To provide consistency across pastoral and educational work therefore ensuring that homework set by Teachers can be supported at the appropriate level in the evening. This includes the reading programme which must be adhered to every evening.
18. To assist the Teacher in the management of pupils in the classroom to enable greater participation in learning. In this role you will be working alongside teaching assistants performing similar duties when in the classroom.
19. Perform any other tasks that the Headteacher or his appointed Deputy may reasonably request.

#### SPECIFIC RESPONSIBILITIES:

1. To act as Pupil Support Staff in a holistic manner for a group of pupils across residence and education by:
  - (a) Taking part in the admission process for the child and providing an initial and ongoing contact point for the family at the Academy for routine problems that may arise.
  - (b) In discussion and liaison with the Head of Care to maintain contact with the family on a regular basis and to be involved in any work with the family that may be deemed appropriate.
  - (c) To keep casework records up to date on the child and family.
  - (d) Attending and participating in, making recommendations and preparing reports for, the child's regular and statutory review meetings, case conferences, Childcare Officer/Teacher Tutor liaison meetings and parents' evenings.
  - (e) Drawing up and monitoring and Individual Social Programme for each named pupil and implementing any agreed changes as required. Ensure that the completion of the summative report for parents in July of each year is handed to the Deputy Head.
  - (f) Encouraging pupils to maintain regular contact with home and promoting effective communication between pupil and family.
2. All overall plans and objectives must be completed so that this ties together the students' social and educational programmes. The evaluation of this work must take place on at least a termly basis to inform the setting of new targets.
3. All staff at this level must hold an NVQ2 and must commence, within one week of employment, work towards the Children Workforce Development Council Induction Standards Workbook. On completion of this induction, the post holder must work towards the BTEC Level 3 Diploma for Residential Childcare or equivalent.

4. Staff must be up to date with first aid training and it is their responsibility to ensure that they inform the Head of Care at a point when this training needs to be renewed.
5. To be responsible for leading a specific activity as designated by the Head of Care linked to the Academy's development.
6. Is responsible for the planning, leading, risk assessment and recording of the outcomes of specific activities.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The working week of 42 hours includes the timetable showing the work pattern. 42 hours is an average figure and has been calculated to take account of the fact that employees in residential education establishments receive Academy holidays, rather than the period of annual leave prescribed in the national conditions of service.

#### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

#### OTHER REQUIREMENTS:

Full Driving Licence – desirable and therefore be able to transport pupils to their activities.