



**Job Title : Residential Careworker – Fixed Term
Maternity Cover, until July 2019**

Responsible to : Head of Residential Care

- Working cooperatively and within a team, to provide the highest standard of support for pupils in residential care
- Supporting pupils in achieving positive and meaningful outcomes in line with their education and/or care plans

Salary and Hours of Work

- NJC Point 12
 - 1 additional point on successful completion of relevant QCF level 3 qualification
 - 1 additional point for staff volunteering to drive school vehicles, and assessed as competent to do so
- Hours of work will be **32.5** per week worked during school term times only, and will include early shifts (7.30am – 11.00am), late shifts (2.30pm – 11.00pm) + some overnight stays (for which an additional allowance is paid) and weekend working

Job Description

The responsibilities of the post include :

- Supporting individuals or groups of pupils in a range of social and leisure activities after school, ensuring their safety and welfare.
- Assisting in the preparation of activities under the direction of the group team leader
- Contributing to the development and implementation of individual care plans.
- Become involved in supporting and tracking pupil progress by fully engaging in our 'Steps to Success' assessment model.
- Under the guidance of senior care staff, supporting the learning of pupils in accordance with their individual needs. This includes supporting pupils with homework
- Participating fully in the range of domestic tasks necessary to maintain a safe and homely living environment. Tasks will include cooking, cleaning, and laundry duties
- Supporting the personal and social development of individual children in accordance with their needs as outlined on their care plans. This will include supporting the pupils' behaviour, care and personal and emotional development, and may include providing personal and/or intimate care and the administration of medication
- Ensuring the respect, dignity and rights to privacy of the young people as far as possible, taking into consideration the age, gender, ethnic and personal preferences of each young person, and paying particular regard to the right of privacy and self-advocacy
- Work within the policies, procedures, guidelines and statutory requirements of St John's School
- Contributing as required to record keeping according to school policies and guidelines

Training and Development Activities

- Actively participating in the mandatory induction activities, completing these within the designated time
- Participating in training to ensure the safe administration and recording of medication
- Keep up to date with regulatory and inspection frameworks including the latest Social Care Common Inspection Framework (SCCIF), Keeping children safe in education, working together to safeguard children and the National Minimum Standards for Non Maintained Special School
- Support the process of supervision and appraisal with meaningful interaction whether verbal or written

General

- Evaluate own performance critically and strive for continual improvement
- Select and make use of a variety of resources, including ICT to manage workload effectively
- Maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information
- Undertake any duties of a similar level and responsibility as may be required by the Care or senior leadership teams
- Undertake training and development activities
- Establish constructive relationships and communicate with other staff and external agencies
- Play a full part in the life of the school community, supporting the ethos, rules and regulations.
- Help to bring vision to life by modelling the best principles contained within the school's mission statement.
- Fully engage in the shift planning process.

All school staff are expected to have a general responsibility for safeguarding and promoting the welfare of the school pupils

Person Specification		
Experience / Knowledge	Essential	Desirable
Qualifications in childcare or related field		✓
Knowledge and experience of working successfully with young people	✓	
Knowledge and experience of working with young people with special educational needs and/ or disabilities		✓
Commitment to creating an environment that respects a young person's independence and encourages their individuality and personal development	✓	
Have a current driving licence, and willing to drive pupils and other staff in a school vehicle		✓

Commitment to training and gaining relevant qualifications, and to applying training and theoretical knowledge in practice	✓	
Skills, Abilities and Competencies		
Ability to deal calmly and fairly with young people, taking into account their special needs	✓	
Ability to manage own feelings, and offer calm responses and good decisions in difficult situations	✓	
Ability to work effectively within a staff team, and to use initiative when necessary	✓	
Undertake a full range of care duties in a sensitive way (this may include personal / intimate care)	✓	
Ability to carry out domestic duties as required	✓	
Ability to accurately and legibly record information and observations (written, verbal and word processed)	✓	
Ability to use IT for word processing, e-mail and accessing information	✓	
Ability to travel to/from site, including anti social hours	✓	

St John's Core Values – Mission Statement in Action	Essential	Desirable
Focus on the needs of each child and respond flexibly to them	✓	
Listen carefully and communicate relevant information clearly and effectively	✓	
Respect and value everyone, and the school's Catholic ethos	✓	
Be honest, open, act with integrity and respect confidentiality	✓	
Work reliably to a high standard and within agreed procedures	✓	
Have an organised approach, plan effectively and work accurately to meet deadlines	✓	
Understand and respect the role of all colleagues and work collaboratively with them	✓	
Committed to professional development and use the learning / skill to continually improve at St John's	✓	
Act in the best interests of the school and its pupils at all times	✓	