



Sir Geoff Hurst

**Night Time
Child Care Officer**

**Job Description and Person
Specification**

September 2024

Job Description

Post:	Night Time Child Care Officer
Responsible to:	Deputy Head of Care
School:	Sir Geoff Hurst
Type of school:	Residential Special Educational Needs School
Age range:	Primary/Secondary
Local Authority:	Essex
Hours:	Shifts between 8.00 pm - 7.30 am Monday to Friday (Term time plus 5 CPD days)
Location:	Fox Crescent, Chelmsford CM1 2BN
Role Purpose and Role Dimensions:	<p>To work as a member of the Child Care Team in accordance with the school's policies, with responsibilities for tasks relating the care and welfare of pupils, and specifically those within the keyworker's group.</p> <p>The overall function of a Child Care Officer is to be immediately responsible for the care, welfare and leisure time activities of a group of children under the supervision and guidance of the Senior Management Team.</p> <p>The Night Time Care Officer role fulfills a vital element for the welfare of the pupils during the night.</p> <p>To maintain clear, effective and impartial communication between Education and Care staff and the Senior Management Team.</p> <p>To objectively monitor the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.</p> <p>To be conversant with and work towards fulfilling the school's aims and objectives as laid out in that policy document.</p>
Commitment to Diversity:	As a member of the School Team, to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing a personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">• Parents / carers• Medical, therapy and other multi-agency services

Key Internal Contacts:

- Deputy Head of Care
- Senior Care Officers
- Care team
- Leadership Team
- Other staff in School

Other Considerations:

- Whilst there are some pupils with EHCPs in mainstream schools, the environment in a special school or alternative provision is far more intense and continuously presents a variety of both mentally and physically challenging situations for staff at all levels

Key Accountabilities and Result Areas:**Key Elements:****Main Responsibilities****This will involve:**

- To work as required, with individual pupils on planned programmes of social, emotional and behavioural development.
- To be actively involved in the school's recreational and social programme and engage individuals and groups of pupils in a constructive, enterprising and socially extending range of leisure pursuits.
- Implementing an agreed pattern of sensitive but effective care and control provides 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.
- To be responsible for the safety of children by exercising adequate control and supervision, particularly in relation to their night times and social time in the house, settling the pupils down and making them ready for sleep. Waking up duties to ensure the pupils feel safe and cared for and supporting the morning routines.
- Maintaining the orderliness of the children's living and recreational areas and cleaning such regions of emergencies.
- To perform any other tasks that the Headteacher or his appointed Deputy may reasonably require.
- To be responsible for the training and counselling of pupils in personal and social competence, including relationships, health, hygiene, domestic etiquette, dress and safety.
- To act as a 'keyworker' for a named group of children as prescribed in the School Development Plan.
- To escort pupils on visits to doctors, dentists, shopping trips, etc., as required.
- To administer any prescribed medication in accordance with directions of the school doctor or other authorised member of the school staff.
- Attend, as required, meetings about individual pupils and/or matters affecting the general running of the school.

- To observe, advise and produce written reports on pupils, as required.
- To keep individual pupil records, as required.
- To undertake driving duties as required.
- To respond to any emergency that arises, e.g. casualty visits absconders.

Green Statement

This will involve:

- Seeking opportunities for contributing to the sustainable development of the borough, in accordance with the School/Academy's Green Commitment and in particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining pupil records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.
- Strict rules and protocols define employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to a disciplinary investigation. Internal procedures are in place for employees to raise concerns about bad practices or mismanagement.

Equalities and Diversity

This will involve:

- The Trust is strongly committed to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

Safeguarding**This will involve:**

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Health and Safety**This will involve:**

- Every employee is responsible for their own Health and safety, as well as that of colleagues, service users, and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary, and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team**This will involve:**

- Participate in training to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

Person Specification

Post:**Night Time Child Care Officer****Essential knowledge:**

- A theoretical understanding of the origins of disturbed behaviour
- An understanding of how to manage children assertively without using dominance

Essential skills and abilities:

- The ability to understand and empathise with children.
- The ability to set appropriate boundaries for children
- Positive regard for children
- The ability to critically assess children's progress and to communicate this through the writing of reports
- The ability to work as part of a team
- The ability to solve problems
- The ability to take on board new ideas
- A sense of humour
- A clean driving licence with business use
- The capacity to physically manage children
- The ability to communicate clearly with various parents, professionals and agencies.

Essential experience:

- Working with or caring for children of primary school age.

Special conditions:

- Enhanced DBS Check
- Above-average exposure to pupils with traumatic conditions or who have complex and demanding behavioural problems will require the postholder to cope with above-average levels of emotional stress.
- Close contact with pupils may result in some exposure to bodily fluids.
- It may require Hepatitis B vaccination.
- Particularly in schools that have pupils with behavioural difficulties, postholders can be at risk of physical injury and need to remain vigilant and observe risk assessment protocols.
- A commitment to personal and professional development
- Members of staff must take part in the behavioural and physical intervention training that it is offered by the School