**Job Description**

| **Job Title** | **Childcare Officer A** |
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| **Grade** | *Senior*  |
| **Reports to** | *Deputy Head of Care/Head of Care* |
| **Responsible for** | *Supervision of member of the Childcare Team* |
| **Liaison with** | *Teaching Staff**Other staff at School**Parent/Carers**Outside Agencies e.g. Doctors, Social Services* |
| **Job Purpose** | To work as a member of the Childcare team, in accordance with the school’s policies, with a shared responsibility for the deployment and supervision of members of the Childcare Team. To deputise for more senior care staff as appropriate. |
| **Duties** | * To take an active part in the staff meetings of the residential unit, including taking minutes.
* To promote positive links with school staff, parents, and the community.
* To carry out formal supervision sessions for designated staff.
* Attend regular supervision meetings.
* Attend required training courses and other appropriate courses, e.g. the NVQ in Integrated Care Level 3 and/or NVQ in Training and Development.
* To respond to any emergency which arises, e.g. casualty visits or absconders.
* To work as required with care staff on planned programmes of social, emotional and behavioural development for individual pupils and to contribute to staff development.
* To be actively involved in the school recreational and social programme and engage individuals and groups of pupils in a constructive, enterprising and socially extending range of leisure pursuits.
* To participate in the general supervision of pupils, ensuring that they adhere to acceptable standards of behaviour, personal hygiene, tidiness and dress.
* To participate in the implementation of an agreed pattern of sensitive, 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.
* 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 be responsible for the safety of children and care staff by exercising adequate control and supervision, particularly in relation to lunch and break times and during the morning, daytime and evening as required.
* To act as a key worker for children during staff absences in the manner prescribed in the School Development Plan.
* To accompany key workers on pre-admission home visits.
* To monitor, evaluate and advise on collating and submitting pupils’ assessments and review reports.
* To contribute to the care and welfare of pupils and their families through participation in the Family Support Group.
* To use whichever form of communication is being used by the pupils in the residential unit.
* To be responsible for the private possessions of the pupils.
* To ensure that pupils' material, physical and emotional needs are appropriately met.
* To attend meetings concerned with the welfare of 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 be responsible for the personal health and hygiene of all students who are in school.
* This may include:-
* Ordering, maintaining and monitoring an appropriate stock of medicines and first aid equipment.
* Overseeing and arranging students’ appointments with school doctors and other outside health-related agencies.
* Maintaining and monitoring students’ records with respect to health, e.g. consent forms.
* Ordering, maintaining, and monitoring a good stock of items related to students’ personal hygiene, such as toothbrushes, combs, toothpaste, etc.
* To escort pupils on visits to doctors, dentists, shopping trips, etc., as required.
* To undertake such sleeping-in duties as may be determined by the needs of the school.
* To undertake driving duties as required.
* To respond to any emergency situation, e.g., casualty visits or absconders.
* To undertake a variety of daily housekeeping duties.
* To undertake such other duties as may be reasonably required, regarding the post's purpose and grade.
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| **General** | * To participate in the performance and development review process, taking personal responsibility for identifying learning, development, and training opportunities in discussion with the line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Governing Body is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share in this commitment.
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**CHILD CARE OFFICER A**

| **General heading** | **Detail** | **Examples** |
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| **Qualifications & Experience** | Specific qualifications & experience | Successful experience in working with/caring for people with special needsSuccessful experience in working with/caring for children and young peopleAbility to administer medicationRelevant qualifications, e.g. NVQ in Childcare Level 4 or similarDriving qualification (minibus is desirable)Supervisory experienceCompletion of the DCSF Induction programme |
| Knowledge of relevant policies and procedures | Relevant legislation, e.g. Children Act and Child Abuse Legislation Good knowledge of First Aid |
| Literacy | Clear and concise written and oral skills |
| Numeracy | Good numeracy skills, ability to undertake calculations |
| Technology | Good working knowledge of ICT to support learning |
| **Communication** | Written | Ability to complete detailed and complex reports |
| Verbal | Ability to use precise language to communicate information unambiguouslyAbility to listen effectively and respond in an appropriate and professional way |
| Languages | Use initiative to overcome communication barriers with children and adults. |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment  |
| SEN | Demonstrate a good understanding and support the differences between children and adults and respond appropriately. |
| Curriculum | Good understanding and knowledge of the school curriculum |
| Child Development | Good understanding of child development and learning processesAbility to assess and record progress and recommend appropriate strategies to support development Good knowledge of statutory frameworks relating to teaching |
| Health & Well being | Understand and support the importance of physical and emotional well-being and the welfare and safety of children. |
| **Working with others** | Working with partners | Work effectively as part of a team and contribute to group thinking, planning, etc. Ability to work with parents and carers to improve support for children  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Teamwork | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressureTo be flexibleUse your own initiative and work independently |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding and effective implementation of child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality. |
| CPD | Demonstrate a clear commitment to develop and learn in the roleConstantly improve own practice/knowledge through self-evaluation and learning from others |