

Job Title

Assistant Head of Care

Responsible To

- **Deputy Head of Care** (Primary line management and day-to-day supervision)

Reports Ultimately To

- **Head of Care**

Main Purpose of the Role

- To support the Deputy Head of Care in leading the residential care team, ensuring a safe, nurturing and engaging environment for pupils.
 - To assist in effective deployment, coordination and supervision of care staff, working in line with the school's policies, ethos and standards.
 - To show a willingness to commit to the wider life of the school, contributing positively to extracurricular activities and broader school initiatives.
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Key Responsibilities

1. **Support & Leadership**
 - Work closely with the Deputy Head of Care to supervise and guide the residential team, including staff induction, whole school training and ongoing professional development.
 - In the absence of the Deputy Head of Care, take on delegated responsibilities to maintain consistent care standards and a positive residential environment.
 - Model professional behaviour, setting an example of best practice for other staff.

2. Residential Care & Environment

- Assist in planning and delivering engaging recreational and social programs that nurture pupils' emotional, social and educational development.
- Help maintain a clean, orderly and welcoming environment, addressing any emergencies or disruptions in a calm and efficient manner.
- Demonstrate a willingness to participate in extracurricular or community-focused events as part of the school's residential life.

3. Pupil Welfare & Development

- Collaborate with both the Head and Deputy Head of Care to implement and monitor individualised care and support plans for pupils, including strategies for behaviour management.
- Provide personal and social competence training to pupils (e.g., hygiene, health, safety, domestic etiquette), ensuring they have the skills needed for daily life.
- Safeguard pupils' welfare by adhering to agreed behaviour management techniques and setting consistent, appropriate boundaries.

4. Medication & Health Coordination

- Under the guidance of the Deputy Head of Care, coordinate medication administration, ensuring all records are maintained accurately.
- Arrange or escort pupils to medical appointments (e.g., doctor, dentist) when needed, keeping parents/carers informed of any relevant updates.

5. Collaboration & Communication

- Maintain clear lines of communication with the Deputy Head of Care, Head of Care, teaching staff and other relevant professionals regarding pupil progress and welfare.
- Participate in team meetings, child reviews and admissions assessments, providing input and feedback on pupil care and development.
- Work in partnership with parents and other external agencies, promoting a transparent and supportive approach to each pupil's needs.

6. Record-Keeping & Reporting

- Observe, record and report on pupils' behaviour, progress and any significant incidents, following school protocols.
- Contribute to the production of written reports on pupils for meetings, reviews and broader school reporting requirements.

7. Policy & Compliance

- Support the Deputy Head of Care in implementing and monitoring compliance with school policies, including safeguarding, health & safety and the National Minimum Standards for residential care.
- Assist in reviewing and improving residential care practices by contributing ideas and feedback based on day-to-day observations.

8. General Duties

- Contribute to staff duty rotas (including 'waking night' staff supervision as needed) to ensure adequate coverage and continuity of care.
- Undertake any other duties or responsibilities that the Deputy Head of Care, Head of Care or Headteacher may reasonably request.

Person Specification

1. Qualifications & Experience

- **Required:** A Level 3 Diploma in working with Children and Young People or Residential Care (or equivalent).
- **Preferred:** Experience working with children who have emotional and behavioural difficulties; experience in a leadership or supervisory capacity is advantageous.
- **Preferred:** An understanding of the working practice and values associated with Social Pedagogy
- **Desirable:** Experience of planning and leading whole-staff training sessions specifically related to Residential SEN settings.

2. Skills & Knowledge

- Demonstrated ability to set and maintain boundaries in a respectful, supportive manner.
- Knowledge of behaviour management strategies, with the ability to remain calm and assertive without using dominance.
- Strong communication and interpersonal skills, including accurate and timely report writing and record-keeping.
- Capacity to problem-solve, adapt to changing circumstances and take initiative under pressure.

3. Personal Attributes

- Empathy and a genuine commitment to the well-being of children with diverse needs.
- Team-player who can also work independently when delegated responsibilities by senior management.
- A sense of humour, resilience and a flexible approach to the demands of a residential setting.
- Willingness to engage in ongoing professional development and training.
- Strong commitment to the wider life of the school, including extracurricular activities and community initiatives.

A clean driving licence (desirable) for transporting pupils and attending external appointments.

Working Hours

- An **average of 41.5 hours per week**, adjusted for extended school holidays in line with the school's residential provisions which equates to 37 hrs per week across 52.14 weeks.
- Flexibility is required to meet the varied demands of a residential school environment, including evening and occasional special events.

Review & Amendments

- This job description will be reviewed annually (or as needed) to reflect changing school objectives and regulatory requirements.
- It outlines the main duties and responsibilities but is not exhaustive.
- It does **not** form part of the contract of employment.