



Wells Park School

Child Care Officer

**Job Description and Person
Specification**

June 2023

Job Description

Post:	Child Care Officer
Responsible to:	Head of Care
School:	Wells Park School
Type of school:	Residential Special Educational Needs School
Age range:	Primary
Local Authority:	Essex
Grade Range:	Scale 5
Hours:	Shifts between 7.30am - 21.00pm Monday to Friday (Term time plus 5 CPD days)
Location:	Wells Park School, School Lane, Lambourne Road, Chigwell, Essex IG7 6NN
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 to 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>To maintain clear, effective and impartial communication between Education and Care staff and the Senior Management Team.</p> <p>To monitor objectively 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 personal understanding of diversity.

Key External Contacts:

- Parents / carers
- Medical, therapy and other multi-agency services

Key Internal Contacts:

- Leadership Team
- Other staff in School

Other Considerations:

- Whilst there are some pupils with EHCP's in main stream 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 constructive, enterprising and socially extending range of leisure pursuits.
- 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.
- To be responsible for the safety of children by exercising adequate control and supervision, particularly in relation to lunch and break-times and during the daytime as required.
- To maintain the orderliness of the children's living and recreational areas and clean such areas in 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 in the manner prescribed in the School Development Plan.
- To escort pupils in visits to doctors, dentist, 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.
- To 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 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 that arises, e.g. casualty visits, absconders.

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. 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 customer 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.

- There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

This will involve:

- The Trust has a strong commitment 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 & Safety, as well as that of colleagues, service users and the public. Employees should co-operate 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:

- To participate in training to be able 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:	Child Care Officer
Essential knowledge:	<ul style="list-style-type: none"> • A theoretical understanding of the origins of disturbed behaviour • An understanding of how to manage children assertively without using dominance
Essential skills and abilities:	<ul style="list-style-type: none"> • The ability to understand and empathise with children. • The ability to set appropriate boundaries for children • A 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 a variety of parents, professionals and agencies.
Essential experience:	<ul style="list-style-type: none"> • Working with or caring for children of primary school age.
Special conditions:	<ul style="list-style-type: none"> • Enhanced DBS Check • Above average exposure to pupils with traumatic, degenerative, terminal conditions, or who have difficult 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. • May require Hepatitis B vaccination. • Particularly in schools that have pupils with behavioural difficulties, postholder can be at risk of physical injury and needs 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