

Special Educational Needs and Disabilities Academy Trust (SENDAT)

JOB DESCRIPTION

JOB TITLE: Residential Activities and Child Care Officer (RACCO)

GRADE / SP: SENDAT Support Staff PayScale 8 - 12

CONTRACT: Permanent

WORKING ARRANGEMENTS: 20 hours per week, 39 weeks per year
Monday: 08:00 to 10:00 and 13:30 to 21:00
Tuesday: 13:00 to 21:00
Thursday: 07:00 to 09:30

REPORTS TO: Residential Manager

CONTEXT

The Special Educational Needs and Academies Trust (SENDAT) is a Multi Academy Trust focusing on specialist provision and special schools. Its core aim is to provide for the continuum of special needs.

All new appointments are subject to a 26 week probationary period, as set out in the School's Probationary Procedure.

MAIN PURPOSE OF ROLE

To undertake the care and wellbeing of all students accessing the residential provision.

To assist in the provision of a safe and secure educational and caring environment in which children with moderate learning difficulties receive specialist teaching to develop the self respect, self confidence, self-control, self-advocacy and self-dependence necessary for participation as members of their community.

To assist in the provision of residential services, which will promote each child's intellectual, physical, social, emotional, moral and spiritual development so that each can develop the knowledge, skills and understanding to integrate within the school community and aspire to adulthood characterised by:

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- Personal autonomy and responsibility for one's own life;
- Productive leisure and recreation, useful work and economic self-sufficiency;
- Social inclusion and community participation;
- Roles within the family as self-dependent young adults, partners and/or parents.

KEY RESPONSIBILITIES AND TASKS

The post holder is immediately responsible for the physical well-being and residential education of a designated group of children, co-ordinating care planning and communication between involved parties.

1. Promote the aims of SENDAT.
2. Be familiar with the requirements of OFSTED inspection process.
3. Help ensure all relevant academy policies and guidance are fully implemented in the residential aspect of the academy.
4. Ensure the health and safety of residents, by reporting any health and safety issues (in accordance with the Academy's Health and Safety Policy), maintaining a high level of supervision of pupils, monitoring care practices and residential issues.
5. Ensure that pupils individual primary emotional and physical needs are met.
6. Carry out light domestic duties to ensure a hygienic and pleasant living environment for the pupils.
7. Support pupils during breakfast and evening meals.
8. Support pupils acquisition of social and life skills including personal hygiene, social behaviour and independence.
9. Carry out sleeping in duties as per rota.

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10. Support pupils with homework tasks.
11. Offer and organise appropriate activities that will enhance the residential curriculum and support residents' integration into the community.
12. Promote good communication between and liaise with academy staff as appropriate.
13. Participate in supervision sessions and contribute to the Academy Professional Development programme as necessary.
14. Actively participate in care staff meetings and discussions, taking minutes if required.
15. Assist in meeting agreed care plan targets.
16. Maintain pupils care plans and records.
17. Contribute to the annual review case conferences and any other relevant meetings as appropriate.
18. Write a termly report for identified key students.
19. Work effectively as part of a team across the residential provision of the academy.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

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4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Head of School or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post

SAFEGUARDING AND SAFER RECRUITMENT

1. SENDAT is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of the Head of School, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). A check against the Children's Barred List will be carried out for those who work directly with students under the age of 18.
3. The post holder is required to disclose to the school details of any relevant changes in their criminal records status including all unspent cautions and convictions and all adult cautions and spent convictions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

This job description sets out the main duties associated with the stated purpose of the post. Other duties of a similar level/nature undertaken within the academy may be asked. The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the CEO in the light of those changing requirements and in consultation with the post holder.

SENDAT – Welcoming Diversity

PERSON SPECIFICATION

Key criteria	Essential	Desirable
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<p>Qualifications and experience</p>	<ul style="list-style-type: none"> • Level 3 Diploma in Residential Childcare, or commitment to commence/update training as required • Good literacy skills (minimum GCSE Grade 5 or above in English language) to read and understand policies, procedures and related legislation and to produce termly reports for identified key students. 	<ul style="list-style-type: none"> • Basic First Aid in Schools certificate. • Trained to administration of medications. • Good knowledge of the structure of the academy and SENDAT, its practices and procedures. • Up to date Safeguarding training. <p>•</p> <p>Good understanding of related legislation including child protection, Health and Safety, Children Act relevant National Minimum standards and the Ofsted procedures.</p> <ul style="list-style-type: none"> • GCSE 'grade 5 standard or equivalent in ICT / Computing
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<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Good verbal skills to communicate with children, parents/carers and other professionals. • Caring, sympathetic attitude towards children with moderate learning difficulties and associated social and emotional difficulties. • Ability and willingness to contribute to the training of colleagues. • Ability and willingness to present information when contributing to professional development days, team meetings etc. 	<ul style="list-style-type: none"> • Good written skills to produce care plans and complete administrative tasks. • Good working knowledge of basic kitchen equipment. • Knowledge gained through life experiences to aid children with their social needs and social skills. • Apply creative thought to developing new activities for students.
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	<ul style="list-style-type: none"> • Ability to advise and guide pupils/ colleagues/parents/ carers in a sensitive manner. • Good negotiating and conciliating skills. 	<ul style="list-style-type: none"> • Ability and willingness to independently resolve problems e.g. children that won't settle at night, behaviour problems etc., • Ability and willingness to contribute to short / medium term planning with regard to care plans, projects, reviews, preparing for meetings.
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<p>Work-related personal qualities</p>	<ul style="list-style-type: none">• The ability to manage and prioritise own workload.• The ability to acknowledge when line managers assistance is required.• Openness, honesty and a robust (practical, pragmatic and realistic) philosophy.• A genuine interest in young people and their development.• Consistency, persistency and decisiveness in pursuit of high standards of behaviour and learning.• Sensitivity to other people's needs, a willingness to change attitudes and the ability to withstand manipulation.• A good sense of humour coupled with sensitivity to the feelings of others and the ability to be reflective about practice.	<ul style="list-style-type: none">• Possession of a full driving licence and access to a car.
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	<ul style="list-style-type: none">• Good organisational skills.• The ability to delegate when necessary.• The capacity to work flexibly (shift work and sleep ins)	
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Other Requirements

The Special Educational Needs and Disabilities Academy Trust is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

The Special Educational Needs and Disabilities Academy Trust is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.