

Springfields School Support Staff

Reference :	SCH108	Grade F
Job Title :	Residential Child Care Officer (Special school)	
Main Job Purpose :	The Springfields Academy provides a residential provision for 12 boys aged 10 to 16 with special education needs and Disabilities (SEND), Autism (ASD)	

Main Duties	
1.	To provide children a stable, well-balanced value base, recognising the importance of equal opportunities, anti-discriminatory and anti-oppressive practices in line with fundamental British Values and Spiritual, Moral, Social and Cultural development.
2.	To promote an atmosphere in which children can, within the routines and structure of the care provision, be supported, stimulated and provided opportunities, to achieve their full potential.
3.	To lead by example and act as a positive role-model to children with regards to dress, attendance, punctuality and socially acceptable behaviour
4.	To recognise and reward achievement whilst ensuring that children gain an understanding of boundaries, routines and structures along with consequences for actions.
5.	To ensure that children are provided a social environment, in which they are supported and encouraged to develop their own identity, special interests and opportunities to experience everything life has to offer.
6.	To record and report in line with Academy policies and procedures whilst adhering to GDPR and child protection legislation.
7.	To ensure records are accurate and up-to-date, writing weekly, termly and annual reports as required. Setting targets with key pupils.
8.	To undertake the writing of care plans for children that meet specific social care objectives and develop positive interventions in line with children's individual needs.
9.	To provide support to families and develop trusting relationships. To develop positive links with outside agencies
10.	To plan, arrange and oversee both individual and group recreational activities, trips and experiences for children. (This includes transporting pupils in The Academy vehicles)
11.	To be responsible for the upkeep and maintenance of the residential house, ensuring that any maintenance issues are logged and raised appropriately.
12.	To supervise children according to specific supervision ratios during mealtimes, unstructured time, recreation and off-site trips, to ensure children are safe.
13.	To ensure that children's needs are met in relation to health, hygiene, diet and specific medical needs.
14.	Participate in a working Rota, including transport. Attend regular training, CPD events specific to the role and perform sleep-ins when required in accordance with Academy policies and procedures to ensure the efficient and safe running of the residential provision.

Creativity and Innovation (i.e. Problem Solving)

The work is largely regulated by rules and procedures, but may need creative skills e.g. you will lead a shift, run activities, make decisions, and think outside the box!

Key Contacts And Relationships

Head of Care	For advice and supervision, guidance and instruction.
Parents	Weekly communication working together
Medical Professionals	Support with specific needs

Decision Making

The jobholder carries out work within clearly defined rules and regulations, but may make some decisions chosen from a range of alternatives e.g. deciding on a sanction / reward, or termination of an activity due to a Health and Safety situation.

Working Environment

The post holder will be expected to undertake 'Team Teach' training. All 'Team Teach' trained staff are expected to de-escalate difficult situations with children in the first instance. If de-escalation fails and all other options are exhausted, the post holder will be trained to physically intervene, in order to safeguard both the child, other children and staff from the risk of injury.

Due to the nature of the children attending The Springfields Academy, the post holder will regularly work with children that present unpredictable, erratic and sometimes challenging behaviours, which pose a risk of the post holder experiencing varying levels of verbal and sometimes physical abuse.

The post holder is expected to work within a team but there will be a need for lone working as a key worker or with small groups.

Knowledge and Skills

The job holder should have a good standard of practical skills and knowledge in child care. Care staff must have attained a relevant minimum level 3 qualification or have qualifications which demonstrate the same competencies. All new staff engaged should hold these qualifications or begin working towards them within 3 months of confirmation of employment.