

Job Description

School	Bradstow School
Post Held	Assistant Head of Care
Salary Scale	PO4
Hours	41 per week, 52 weeks per year
To Whom Responsible	Head of Residential Services

Aim of the Post

To support the Head of Residential Services in leading and supervising the Childcare provision of the school.

To assist the Head of Residential Services in the recruitment, induction and training of in line with the policies of the school and LEA and the directives of the Headteacher.

To ensure that the Childcare team supports and enhances the work of the Educational team, and to facilitate the development of a high quality living and recreational environment for the young people.

To oversee the organisation and delivery of Short Term Break provision at the school.

To act as a member of the SMT and work with Governors and other agencies with whom the School has contact, as well as attend and participate in SMT meetings.

Contribute to the continuous improvement of the School overall as well as in Childcare.

Duty Hours

The core working time will be agreed between the post holder and the Head of Residential Services to meet the operational demands upon the Department.

Flexibility is required in responding to the operational demands and issues of the Department. This will include weekend duties and evening commitments, including sleeping-in duties, for which an allowance will be paid.

Duties Comprise:

- To be a member of the Senior Management Team.
- To act as team leader for the Childcare staff and undertake management of their work.
- To develop, and ensure the implementation of policies, practices and procedures by the staff of the school.
- To make decisions regarding the appropriate care of students, deployment of staff etc, and to inform the Head of Residential Services as appropriate.
- To support the care staff

- To lead, develop and advise on good working practice.
- To ensure security of the school site overnight and during the weekends.
- To intervene when required, and to diffuse difficult situations and support staff in a manner supportive to their role.
- To deal with emergency situations relating to school site, students and staff and call the appropriate services to rectify this, reporting such events as appropriate.
- To oversee medical policies and procedures with in the school.
- To oversee the organisation, management and delivery of Short Term Break provision at the school.
- To be responsible for the accounting for and managing any monies or budgets that may be allocated to the Short Term Break provision.
- To be on call during Short Term Break Provision.
- To ensure effective communication between home and school.
- You may be required to undertake the responsibility of a Designated Safeguarding Lead for the school. (You will be notified if this is the case). You will be expected to attend the necessary training and fulfil the requirements and ensure child protection policies and procedures are followed in line with legislation and Ofsted guidelines. **(Children Act 1989 and 2004, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018.)**
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.

Person Specification

Essential Criteria

1. Significant experience managing, leading and supervising a team.
2. Significant experience working within the care service sector.
3. Experience of working with Children/Adults with Autism and Challenging Behaviour.
4. Proven ability to manage a budget.
5. Proven ability to make effective use of performance management systems.
6. Good communications skills, including dealing with difficult situations.
7. Ability to prioritise and delegate appropriately.
8. Experience of IT systems including Microsoft word and Excel.
9. Sound knowledge of Child Protection Legislation.
10. High level of knowledge of the National Care Standards.
11. To be available to work flexible hours as operational requirements necessitates.
12. Experience of organisation, management and delivery of Short Term Break provision.

Desirable Criteria

13. NVQ Level 4 in Care.
14. Ability to give presentations and deliver training.
15. Knowledge of Prospects PBS

Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.