

101, Nightingale Lane, London SW12 8NA
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JOB DESCRIPTION

Post Title: Senior Residential Worker

Postholder:

Main purpose: To work with the Head of Care and residential staff team in meeting the needs of residential students.

Responsible to: Head of Care

Grade: RSW Grade D

Hours: 40 hours p.w. in term-time, Monday to Friday, plus, ten training days p.a. including five School INSET days.

Main Activities and Responsibilities

1. To promote the physical, intellectual, emotional and social well-being of all students in the residential setting.
2. To work collaboratively with the Head of Care to strategically develop the residential provision and promote a positive and pleasant environment.
3. To have sound knowledge of and implement the National Minimum Care Standards for Residential Special Schools and keep up to date with legislation and policies relating to Residential Special Schools.
4. To take responsibility for the residential service and the safety and well-being of students and staff when the Head of Care is not on duty.
5. To undertake sleeping-in duties, providing a comprehensive handover to waking-night staff and be on call through the night.
6. To act as an appropriate role model for the students and staff.
7. To assist students in organising their leisure time; initiating and participating in a variety of activities, using the on-site facilities and within the local community. To assist in organising and accompanying students on recreational and sporting outings.

8. To create stimulating group sessions, developing students' life experience and knowledge and evaluate students' learning experience and reflect on own practice.
9. To enable students to reach their full educational and social potential, to encourage the development of an acceptable level of self-discipline and responsibility. To promote independence to enable each student to reach their maximum potential.
10. To understand the implications of the special educational needs of the students in their care and, through liaison with pastoral staff, develop appropriate strategies to meet student's needs e.g. learning about and implementing appropriate strategies for the management of medical needs and behaviour.
11. To work effectively in a multi-disciplinary setting in conjunction with Parents/Carers, Teachers, support staff, therapists, Children's Services, the Health Service and other relevant professionals.
12. To compile and update Care Plans, keep evidence of students' progress and write comprehensive, accurate reports.
13. To set and implement appropriate SMART targets in consultation with the students, Parents/Carers and other professionals within the school.
14. To arrange and record 1:1 meetings with key students.
15. To work cooperatively with Parents/Carers in meeting a student's needs, and to keep them informed of their child's progress.
16. To keep up to date with all statutory paperwork and additional paperwork as directed by the Head of Care.
17. Maintain high morale and confidence and set an example of professional standards.
18. Support the residential staff and volunteers in carrying out their responsibilities effectively and provide support and contribute to strategies to improve practices.
19. To conduct and record supervision sessions with staff.
20. To adhere to policies and procedures within the school and follow guidelines set out in the departmental handbook.
21. Support the school's equal opportunities policy, promoting the positive benefits of living in a culturally, communicatively and ethnically diverse society.
22. To actively participate in the systems of supervision, training and CPD.
23. To undertake additional relevant training to meet the needs of the students and the responsibilities of a Senior Residential Worker, which shall include gaining

the NVQ Level 3 in Care. It is expected that Senior Residential Workers will achieve this within two years of taking up the position.

24. To undertake such other duties as may be required by the Head Teacher or Head of Care.

There are a variety of other tasks that need to be completed. Some of these may be delegated to other members of staff. A Senior Residential Worker needs to be competent in all areas and be prepared to supervise and line-manage other staff. The Head of Care will determine which of the following the Senior Residential Worker takes lead responsibility for –

- medical policies and practices
- rota
- programmes
- staff handbook
- independent visitor
- monthly health and safety checks
- fire safety and drills
- student handbook
- newsletter
- risk assessment for activities on and off site
- student voice – including questionnaires, complaints and suggestions
- annual reviews
- LAC reviews
- meal planning and shopping
- petty cash
- personalising rooms/environments
- arranging cover
- Child Protection lead
- behaviour and sanctions

It is implicit that these duties are carried out in accordance with school and council policies on equal opportunities.

Safeguarding and Child Protection is the responsibility of all staff.

This job description will be reviewed by the postholder and the Head of Care in the Autumn term 2020.

Signed: _____
(Postholder)

Date: _____

Signed: _____
(Head of Care)

Date: _____

Signed: _____
(Headteacher)

Date: _____