

**OAK LODGE SCHOOL**

**101, Nightingale Lane,**

**London SW12 8NA**

**Tel: 020 8673 3453;**

**Fax: 020 8673 9397**

**Job Description**

**Post Title:** Waking Night Staff

**Postholder:**

**Main purpose of job:** To work with the Head of Care and the care staff

team in providing for the needs of residential pupils.

**Responsible to:**  Management Team (Senior Residential

Worker/Head of Care)

**Grade: Scale 4 Spine Point 4-7**

**Hours:** 40 hours per week (TTO-39 Weeks pro-rata)

To work within a team of staff in providing positive care for a group of young people and to have responsibility for certain tasks with specific residents.

Key duties to include:

1. To provide the primary care for a group of d/Deaf and Speech Language Communication Need (SLCN) young people.
2. To participate as a team member in providing a consistent approach toward the care of the young people.
3. To have specific responsibility for implementing and monitoring night time care plans in conjunction with the keyworker and as agreed at handover.
4. To attend supervision sessions and contribute in an open and honest manner to these.
5. To attend staff meetings and training when required.
6. To accurately record and monitor details of individual residents.
7. To inform senior staff of any Health and Safety concerns arising within the building.
8. To take a lead role in helping to settle the resident group at night, and to wake them in the morning and provide a handover.
9. To take a lead role in preparing breakfast and supporting students to prepare for school
10. Remains awake to monitor and supervise students during the night shift hours.
11. Undertake basic admin tasks including creating the termly newsletter
12. Any other tasks as required by the manager such as checking supplies and doing laundry

Additional Information

1. 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 as this applies to the worker’s role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.

The duties and responsibilities listed above describe the current main duties of the post. There may be reasonable alterations to this role from time to time, which we would expect the post-holder to accept.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postholder**