

**Part A - Grade & Structure Information**

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| **Job Family Code** | **4PCS** | **Role Title** | **Residential Childcare Officer** |
| **Grade** | **P4** | **Reports to (role title)** | **Residential Manager** |
| **JE Band** | **135-160** | **School** | **Linden Bridge School** |
| **Date Role Profile created** | **September 2021** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| **Role Purpose**  including key outputs | | * The Residential Child Care Officer will be required to work as part of the Residential Department staff team.  The Residential Manager will directly supervise them.  They are responsible to the Assistant Head and the Headteacher. * To ensure that the welfare of the children and young people boarding at the school is paramount in all of the department’s work. * To integrate the principals of the Children Act 1989 into everyday practice. | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace  Be pro-active in matters relating to health and safety and report accidents as required  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance  Uphold and support the School’s Policies and procedures on the Safeguarding of young people | |
| **Line management responsibility**  if applicable | | n/a | |
| **Budget responsibility**  if applicable | | n/a | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | Risk Management  • Contribute to risk awareness in carrying out duties and raise issues where appropriate. • Act as key point of contact for a group and provide initial judgement as a result of assessment for service users and providers, escalating cases where appropriate to ensure appropriate service delivery.   Case Management • Carry out basic assessments, support service users with their needs, advising relevant teams where further support is needed, and update records, working within guidelines and procedures. • Support service users to access community opportunities and work directly with users, providing advice and support to facilitate independence.  Planning & Organising • Assist with assessment and support plans within procedural and regulatory frameworks to help individuals achieve their goals.   Finance/Resource Management • Make effective use of resources and provide feedback on improvements to contribute to cost effectiveness.   Work with others • Work closely with colleagues, other professionals and departments to facilitate a supportive, flexible, and honest understanding of others’ needs and views to promote positive teamwork. • Liaise with carers, relatives, colleagues and other agencies to ensure good communication and service to users.  Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | • Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.  • Able to work towards Vocational Qualifications Level 2 or have specialist skills in a relevant field.  • Working knowledge of relevant skill set, systems, equipment, processes and procedures.  • Competent in a range of IT tools.  • May be required to undertake manual handling and physically demanding work.  • Ability to apply relevant health and safety, equality and diversity, and other School policies and procedures.  • Ability to work with others to provide excellent customer service  • Ability to communicate clearly.  • Accuracy and ability to prioritise and organise own workload. | |  |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Role Summary** | | Roles at this level carry out a range of duties to given standards under some supervision. This may include overseeing an activity and/or use of powered tools and equipment. They will be expected to be able to plan and organise their own workload and /or activity on a day-to-day basis within clear procedures. They will need to understand the objectives of lessons/interventions sufficiently to allow them to support the work of others effectively. Entry to this level may be through some relevant work experience or specialist skills. | |

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