



The Caldecott Foundation Helping children build a future

***The primary purpose of the Caldecott Foundation is to provide individual packages of care so that a child or young person can grow in every sense of the word – physically, emotionally and intellectually, and achieve positive outcomes in line with the Every Child Matters agenda.***

**The worker is expected to work in accordance with the Policies, Practices and Procedures of The Caldecott Foundation. The Foundation aims to ensure equal opportunities both for its staff and those in its care. All those involved in its work must ensure that they promote equal opportunities and anti discriminatory practices in all that they do and say.**

### **JOB DESCRIPTION**

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| <b>Post:</b>           | <b>Residential Care Worker</b>   |
| <b>Responsible to:</b> | Registered Manager/Deputy Manager in whichever house you are allocated to, and when based in school, the leadership team   |
| <b>Salary:</b>         | £28,660.32 to £33,025.20 (39 or 45 hour week)  |
| <b>Role:</b>           | To support the learning, emotional and social needs of children/young people within a class group setting or residential home. Residential Care Worker will be required to participate in recording, monitoring and evaluating individual child strategies/support.  |
| <b>Duties:</b>         | This job description describes in general the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.  |
| <b>Hours of Work:</b>  | <p>Residential Care Worker are required to work the hours necessary to successfully fulfil their tasks. Their hours will be determined by their management team, in consultation with the Senior Management Team. This is normally a 39 hour weekly rota.</p> <p>The Foundation does not normally pay overtime but in emergencies this can be required, and time off in lieu or over time payments in an extreme case at a set hourly rate, can be agreed accordingly.</p> <p>Unsociable hours, including Bank Holidays, are an integral part of the post.</p> |

## **Residential Care Worker – Job Description**

### **Responsibilities:**

1. Assist in the educational, social, emotional and behavioural development of children/young people under the direction and guidance of the Caldecott Foundation's Management and support.
2. To assist management to develop the school/house and its environment ensuring that the highest standards of care prevail for each individual child/young person, within the guidelines of the Foundation's stated model of care.
3. Assist the class teacher in delivering teaching and learning on a lesson by lesson basis as directed by the class teacher and indicated in each lesson plan.
4. Assist in the implementation of Personal Education Programmes for children/young people and help monitor their progress.
5. Assist in the implementation of Individual Education Programmes and Individual Care Plans for children/young people and help monitor their progress.
6. To provide and support the provision of primary care for each child/young person and help them develop healthy attachments.
7. Provide support for individual children/young people inside and outside the classroom to enable them to fully participate in learning activities.
8. While on rota in the house, under supervision of the house management, be responsible for the care of children/young people as delegated by the senior staff.
9. To participate in sleeping in duties as required.
10. To maintain and promote good relationships with other professionals, team members and management, other sections within the Foundation, parents, other agencies and professionals.
11. Support, monitor and evaluate the children/young people's emotional and behavioural difficulties and help develop their social skills.
12. To ensure that Health and Safety of the children/young people is monitored in accordance with the relevant legal requirements and good practice
13. To participate in staff PMCB training, which is mandatory training, and all other mandatory training.
14. To be available whilst on duty to participate in on going supervision with a member of the Management Team and through this supervision develop an understanding of the behaviour of the children/young people.
15. To develop specific pieces of work with children/young people as directed and supervised by the Registered Manager/Deputy Manager.
16. To ensure high standards of communication involving checking and completing daily records, message book, diary and any other documentation in accordance with our developing best practice.

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17. To contribute to the children/young people's development through a variety of means including play, excursions, and other social opportunities in an individual and group setting both inside Caldecott and outside appropriate to children/young people's needs.

### **Standards and Quality Assurance:**

1. Support the aims and ethos of the Foundation as outlined in the Caldecott Foundation's Mission Statement - "To enable individuals to achieve their full potential through positive learning experiences in a safe and friendly environment".
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend all team and staff meetings.
4. Undertake professional duties that may be reasonably assigned by the Management.
5. Undertake other reasonable duties from time to time as required.

### **Other Duties and Responsibilities:**

1. Undertake lunch duties each day directed by the Head of Education.
2. Collecting money.
3. Monitor absences: teachers will need to inform the relevant member of staff when children/young people are absent from their class or from school.
4. Classroom display: teachers will make professional decisions in determining what material is displayed in and around the classroom.
5. Collating children/young people's reports.
6. Stocktaking.
7. To carry out general domestic duties as required, while on rota within the house.

### **Caldecott Foundation Fundraising and Marketing**

1. The Caldecott Foundation is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, grant making bodies and corporate sponsorship.
2. All employees of the Caldecott Foundation are expected to behave in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and take seriously their role in raising income for the charity and every opportunity.

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### **Health & Safety**

- 1 To maintain an awareness and observation of Fire and Health & Safety Regulation.

### **Equal Opportunities**

1. To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
2. To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
3. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

**This job description will be supplemented by annual target based outcomes which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.**