

Stone Bay School



Residential Child Care Assistant Nights Job Description and Person Specification

Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

Main Purpose of Job

To actively promote the School mission statement, the rights of young people as individuals and provide them with the highest quality care during the night in accordance with the policies and procedures of the School. To assist in the provision of a safe and homely environment both individually and as part of a team to help young people achieve their potential by strengthening areas of weakness and developing areas of strength. This will entail the ability to work within Equal Opportunities and Quality Assurance framework and will include undertaking delegated responsibilities for designated tasks.

Key responsibilities

Administration

- To assist students in their flat and to assess their skills and needs.
- Be involved in all transition procedures for students, providing support as transition takes place.
- To assist in ensuring that the environment is safe and responsive to individual needs of all students.
- To support the students, enabling them to integrate within the local community.
- To monitor the health and well-being of the students in liaison with other relevant professionals.
- To keep appropriate records on all matters relating to individual students.

- To protect confidentiality of personal information and ensure that the information is only disclosed to those who have a right and need to know.
- To promote non-discriminatory practices.
- To provide verbal and written reports as and when required.

Flat.

- Undertake duties such as laundry, cleaning, H&S reporting as required.
- To ensure that the fabric of the flat is maintained to a high standard. To ensure that necessary repairs are reported promptly.
- To ensure that student's needs are assessed appropriately and plans in place to meet these needs.
- Promote non-discriminatory practices.
- To ensure that the highest levels of performance and standards of work are achieved, in line with all School policies and procedures.
- Ensure the highest possible standards of personal care are maintained.
- Ensure that students receive the necessary care and support to enable them to have as much control over their own lives as possible and to become involved in valued activities across the School and within the wider community.
- Ensure that appropriate procedures and practices are implemented and maintained so that the individual student and group needs are effectively assessed and identified and that individual care/ support plans are developed and implemented to meet these.
- Safeguarding knowledge awareness and understanding of the School Safeguarding policies and procedures.
- Ensure that adequate records are kept for each student in line with School policies and procedures. Protect the confidentiality of personal information and ensure that the information is only disclosed to those who have a right and need to know.
- To act in students best interests at all times.
- Learn and use appropriate methods of communication e.g. Makaton, PECS, OoR in line with the preferred communication methods of the individual students, and specific communication targets highlighted in the Individual Learning Plan.
- Ensure that the personal belongings of students are treated with respect.
- Ensure the needs of the students are considered at all times, taking into consideration their autism and any other sensory, physical or learning additional needs.
- As far as possible, ensure that students are involved and informed about aspects of their life within the flat.
- Develop constructive relationships with students to enhance their confidence, personal development and general sense of wellbeing.
- Ensure that students are safe, healthy, well-nourished and dressed appropriately.
- Together with students and members of the staff team, assess, plan, implement and evaluate individual support/care plans in order to enhance and maximise the capabilities and independence of the students in line with the School mission.
- In line with statutory requirements and following good practice, write student and associated reports.
- Directly participate in meeting the personal and physical needs of the students.
- Assist in planning and pursuing agreed strategies to support and alleviate behaviour that presents challenge.

- Maintain all records eg. body maps, sensitive incidents, physical interventions, accidents etc.
- Enable students to maintain contact with their family and friends as appropriate and encourage new relationships to develop.

Teamwork

- Participate in promoting a team approach at all times.
- Be polite, courteous and supportive to all team members following School Professional Behaviours policy.
- Be flexible in accordance with the needs of the weekly rota.
- Be available to cover leave (sickness, annual, etc.).
- Assist in the induction of new staff.
- Work in accordance with training and agreed policies, practices and procedures.
- Participate in and contribute to staff meetings.
- Support colleagues in difficult or potentially difficult situations within the School.
- Ensure issues of concern are elevated to a more knowledgeable member of staff if the situation requires specific expertise.

Personal Development

- Attend supervision and appraisal meetings and have a willingness to be accountable and develop as a valued team member.
- To undertake training as required, all mandatory training is complete, current and you remain compliant with all national and local requirements. This will include attending staff development week and relevant training courses outside your place of work.

General

- Work to agreed standards in line with School policies and procedures.
- Have a flexible attitude to working arrangements.
- Any other duties as reasonably requested, relative to the objectives of the post.
- This is an outline of the post-holder's duties and responsibilities but it is not an exhaustive list and may change from time to time to meet the changing needs of the School.
- Have a flexible attitude to working arrangements.
- Any other duties as reasonably requested, relative to the objectives of the post.

This is an outline of the Team Leaders duties and responsibilities but it is not an exhaustive list and may change from time to time to meet the changing needs of the School