

Stone Bay School



Residential Night Team Leader Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of Autism, along with severe and complex learning needs. We are commissioned for 105 pupils, 16 of those places for residential weekly boarding..

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasize the school's commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check, online candidate recruitment check and verification of the right to work in the UK. For more information, please read our Safer Recruitment Statement enclosed within this application pack.



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.



Stone Bay School

Job Description and Person Specification

Job Role:	Residential Night Team Leader
Grade:	KSE (£27,852 - £29,716) + Night Allowance (£5680.85 - £6061.04)
Hours:	22:20- 07:35 (minus 30 minutes unpaid break) 35 hours per week
Contract:	Permanent, Term Time Only + 1 week (Staff Development Days)
Responsible to:	Residential Manager

Job Description

Main Purpose of Role

To uphold and actively promote the school's mission by ensuring that every young person is treated with dignity, respect, and as an individual with their own rights. As a Night Staff Team Leader, you will provide high-quality care in accordance with the school's policies and procedures, maintaining a safe, nurturing, and homely environment throughout the night.

You will lead and support the night team in enabling young people to reach their full potential, offering stability, guidance, and consistency that both strengthen areas of need and build on individual strengths. The role requires a commitment to the principles of Equal Opportunities and Quality Assurance, along with responsibility for delegated tasks and active contribution to the effective running of the night provision.

You will assist in the overall management of residential staff as required and take responsibility for the day-to-day supervision of staff within your team.

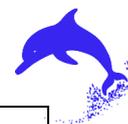
Additionally, you will contribute to the development of high standards of care practice within the school and support the creation of care and development plans that reflect the needs, progress, and ongoing development of students.



Key Responsibilities

Care and support of students

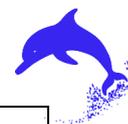
- To ensure that staff develop and sustain professional and trusting relationships with students and that staff promote student's self-esteem, sense of self-worth, happiness and emotional health.
- To ensure that staff encourage and support students in expressing their needs, wants, views and concerns. To enable students to make choices and decisions and to participate as fully as possible in planning and decision-making processes. To promote Person Centred Planning at all times.
- To promote a warm and positive approach to the friends and families of students. To involve families and significant others in the planning of individual support, where this is in accordance with student preferences.
- To coach staff in the use of appropriate strategies and interventions, as specified by the student plans.
- To support students who express their frustrations, needs or wants through distressed behaviours.
- To act as an appropriate role model with regard to issues around authority, personal conflict and responsibility.
- To work collaboratively to devise and implement detailed management guidelines, individual programmes and protocols for supporting distressed behaviour
- To ensure that students receive all necessary advice, care and regular health checks to maintain their physical and emotional well-being.
- To promote nutrition, relaxation, exercise and a healthy lifestyle.
- To administer medications as and when required in line with prescriptions, school policies and procedures.
- To take full responsibility for your training in the administration of medication.
- To maintain accurate records of all medicines administered.
 - MARR charts.
 - Signing in and checking medication.
 - Signing out and checking medication.
 - Clarifying changes to medication when required.



- To observe and monitor the students' emotional and physical well-being and to inform relevant staff and agencies of any concerns or significant changes in their needs, behaviour and circumstances adhering to the Mental Capacity Act and National and local Safeguarding policy and procedure.
- To ensure that emergencies and incidents are responded to promptly and appropriately within School policy. Following reporting procedures to maintain the welfare and safety of students and staff with due regard to accident reporting, risk assessment, due diligence, and the Health and Safety at Work Act.
- To ensure that the specific needs of students, who have additional problems, including physical health needs and disabilities, communication and mental health needs, are fully identified, assessed and fully responded to as appropriate.
- To ensure that students receive appropriate and adequate care and support to meet their individual needs, drawn from the full range of external services available, as well as from resources available within the School.
- To work as a member of a team.
- To work with others in developing and maintaining effective working relationships both within and outside the school.

Staff Management

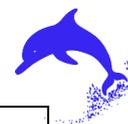
- To lead and manage staff so as to ensure that the highest levels of performance and standards of work are achieved, in line with Ofsted and the National Minimum Standards for Residential Special Schools.
- To proactively meet the needs of students as identified by their individual Plans by:
 - Coordinating and deploying staff time in such a way as to ensure maximum efficiency and effectiveness in the use of staffing resources
 - Delegating tasks and responsibilities as appropriate and check that they are carried out
 - Ensuring that all duties are carried out as prescribed and that quality standards are met at all times
 - Ensuring that all planned student activities take place and that all individual programmes are followed.
- To have a clear understanding of our School Vision and Values and Mission. To personify and reinforce these, ensuring that they are



embedded in actual practice. To ensure that staff understand and are committed to the values and objectives of the School.

- To observe safe working practices at all times including reference to:
 - Health and Safety policy
 - Fire procedure
 - COSHH regulations
 - Environmental Health requirements
- To ensure that all staff receive personal support, supervision. To take appropriate supportive and corrective action to ensure that performance difficulties are addressed effectively and in a timely manner.
- To participate in the planning and delivery of staff training and development activities. To coach, train and supervise staff.
- To organise and chair team meetings, ensuring a co-operative and cohesive team spirit and a culture of open and honest communication.
- To promote and nurture good practice and to brief staff regarding wider policy and practice issues.
- To participate in the recruitment and selection of staff, under the direction of HR and Residential manager.

- To assist team members in dealing with the more complex child care Issues.
- To ensure that staff within the team follow the agreed care procedures as set out by the school.
- To ensure that the care staff rota for the designated area is covered at all times.
- In conjunction with the Residential Manager, ensure that any staff rotas are operated efficiently and effectively and that cover is arranged for staff absences.
- To be responsible for the day-to-day supervision of the Waking Night staff in the designated area.
- To ensure that effective hand-over sessions take place each time there is a shift change.
- To ensure that all new staff and students receive an appropriate induction programme.
- To support and advise staff and ensure that they are aware of their duties and responsibilities, particularly in the absence of more senior staff.
- To assist in covering the duties of members of the management team as required.



Administration

- To be accountable for the overall quality of your residential provision ensuring that it conforms with the required quality standards, requirements and expectations of the School.
- To promote effective joint working with all stakeholders and ensure the achievement of agreed School objectives and that excellent communications are maintained.
- To ensure that policies and regulations pertaining to fire, environmental health, general safety and security are understood and adhered to by all staff and any visitors. To promote a high standard of health and safety awareness across your provision. To assist in recording and investigating all accidents and incidents.
- To encourage feedback and suggestions from students, staff and stakeholders for improving our provision. To promote a positive attitude to complaints. To ensure that complaints are fully investigated within the agreed procedures of the School.
- To help develop and participate in monitoring and evaluation policy and procedures. To collect and collate relevant student statistical information. To develop and participate in the evaluation of outcomes for students.
- To establish and maintain good working relationships with all professionals following School policy on Professional Behaviours at all times. To contribute towards effective joint working by maintaining high standards of liaison and communication and by participating in all forums.
- To ensure under the Health and Safety at Work Act 1974, the safety of staff, students and visitors to the school.
- To comply with all County and Local policies and procedures as operated within the school.
- Ensure that any information affecting staff or individual students is passed to the appropriate officers speedily.
- In conjunction with the Residential Manager and the teaching staff, identify and analyse the needs of students and establish plans so that these needs can be met.
- To monitor and address staff absence in line with the Absence Management policy.



Personal & Professional Development

- Attend Supervision meetings
- 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 days and relevant training courses outside your place of work.
- To take part in or be represented at departmental and whole staff meetings.

Staff Development Days

The School allocates 5 days per year as for the purpose of School improvement through School/Staff Development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training and role related training.

Mandatory training

Proact-SCIPr-UK® training and Child Protection training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

- Proact-SCIPr-UK®: All staff to attend a course every year linked to their role.
- Child Protection: All staff to complete a refresher course every year.
- Additional mandatory and core training events will be arranged for new staff as required.
- Administration of medications.

This job description describes the key duties and responsibilities of the post-holder, but it is not an exhaustive list and may be adjusted as the needs of the school evolve. Such changes may be made at the discretion of the Headteacher, in consultation with you.

Additionally, other reasonable duties may be assigned as necessary to support the objectives of the role.

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.



Person Specification

Qualifications	Essential	Desirable
Minimum Level 3 Diploma: Residential Child Care or equivalent.	✓	

Experience	Essential	Desirable
Minimum of 2 years' experience working with children/young people in a residential setting	✓	
Demonstrable experience of managing people in a residential setting	✓	
Experience of monitoring, recording and reporting in a residential setting	✓	
Working with Autistic Children with additional communication needs	✓	

Knowledge	Essential	Desirable
Autism and related additional needs	✓	
National Minimum Standards for Residential Special School		✓
Ofsted Inspection framework for Residential Special Schools		✓
Children Act 1989, 2004	✓	
Protection of Children Act 1999	✓	
Awareness of agencies and services relevant to the needs of children in public care	✓	
Awareness of equal opportunities in day-to-day practice	✓	
Child Development	✓	
Understanding of intervention strategies	✓	
Understanding the principles and practical application of safeguarding and child protection	✓	
Understanding and Knowledge of current "Keeping Children safe in Education" guidelines	✓	



Skills & Abilities	Essential	Desirable
To use own initiative as and when required	✓	
Leadership, management and motivation skills	✓	
Functional ICT Skills. (Use of Google Suites, Microsoft Office, email, internet etc)	✓	
Excellent interpersonal skills both oral and written	✓	
Effective Team Working, understanding & practice	✓	
Work in partnership with families and a range of external agencies	✓	
To participate and function professionally in a range of internal and external meetings	✓	
Effectively communicate with children, young people, staff and other professionals	✓	
To take the lead and ensure other team members follow school policy and procedure	✓	
Supervise and promote the development of staff	✓	
Remain calm in potentially stressful situations	✓	
Ability to work on a rota system including sleep-ins, mornings, afternoons, and evenings		✓
Demonstrable commitment to valuing diversity	✓	
Full driving licence		✓
Flexibility in all working practices including cover in residential areas	✓	
Be able to record and write reports legibly and concisely	✓	
Be able to lead and motivate team members	✓	



Stone Bay School



Safer Recruitment Statement

Introduction

Stone Bay School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. *Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

Safer Recruitment

Job descriptions and persons specifications refer to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and check against the ISA Barred List for Children.
- Candidates must apply through Kent Teach by completing in full and returning a signed application form. CVs will not be accepted.
- When applying, candidates must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- Candidates must provide two satisfactory references. These should be from the candidate's current or most recent employer. Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.
- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked specific questions about a candidate's suitability to work with children and young people and for the post.



- Stone Bay School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which the candidate is applying for is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Only those candidates meeting the criteria outlined in the person specification will be shortlisted.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS and Barred List check
- Verification of identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Receipt of Criminal Convictions Self-Disclosure Form (for regulated activity with children posts)
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Section 128 checks for governors or members of the Senior Leadership Team
- Online recruitment checks
- Overseas checks as appropriate
- Meeting the requirements for Disqualification by Association as where appropriate

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.



Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most roles within Stone Bay School will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

Probation

All new staff will be subject to a probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed. This includes the monitoring and reviewing of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Stone Bay School recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. Stone Bay School takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

Stone Bay School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Stone Bay School is committed to ensuring that staff member's privacy is protected. By signing a contract of employment, staff members will agree for Stone Bay School, to process their personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information staff members provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Stone Bay School. A full list of these organisations is available upon request. Further information about how and why we collect staff member data can be found in the Stone Bay School Privacy Notice.