



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 Quality Standards.

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

Post:- Senior Boarding Support Worker

Salary: **£23,556.00 - £26,114.40** (pro – rata including holidays)

Responsible to:- Boarding Manager / Head Teacher and Senior Leadership Team

Role:- To support and organise the day to day running of the boarding provision as directed by the Head of Residential Care including the resources and fabric of the building, the welfare and care of the children/young people and the promotion of educational progress in order that all children/young people reach their full potential.

Duties:- The post holder will be accountable to the Boarding Manager and the Senior Leadership team at the Caldecott Foundation School. Senior Residential Care workers will be responsible for ensuring the aims and objectives of the homes Statement of Purpose are met. The Senior Residential Education worker will have responsibility for leading a team and managing resources to meet children's day to day educational and care needs. However the job duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Hours of Work:- Normally 40 Hours per week (based on Rota). 39 weeks per year.

Senior Boarding Support Worker – Job Description

Responsibilities:-

1. In the absence of the Boarding Manager, to ensure staff work in accordance with the homes Statement of Purpose and in addition to:-
 - The relevant foundation policies
 - The Children Act 2004
 - Equal Opportunities Policy
 - Health and safety guidelines
 - Residential Special Schools National Minimum Standards
2. Under the guidance of The Boarding Manager and the School Leadership team be responsible for the Local Child Protection procedures and foundation policies on safeguarding the welfare of children/young people.
3. To demonstrate by example good child care and a professional care work approach to work with children and young people, families or carers and teachers and other professionals.
4. To ensure children/young people carry appropriate responsibility for their own lives, keep them informed as to the progress they're making and involve them in the planning of their lives as much as possible whilst residing in the boarding provision and attending education.
5. To provide and support the provision of primary care for each child/young person and help them develop healthy attachments and to act as a key worker. Liaising with their family, school and referring agency in ensuring a consistent approach to meeting the individual needs of our children and young people.
6. To over view and monitor pupils current care plans in conjunction with their EHCP and statement of need.
7. To take responsibility for and ensuring that all child/young person has an allocated keyworker and key working sessions are being conducted by all staff.
8. To attend departmental meetings as required
9. To ensure the rights of the child/young person are protected and that their religious, cultural, ethnic, care, psychological, physical and educational needs are being met appropriately.

10. In the absence of the Boarding Manager / Head Teacher and Senior Leadership Team, or as delegated, be responsible for ensuring Fire Regulations and health and safety Regulations and the Administration of Medication are met, appropriate records are kept and fire drill procedures are adhered to in accordance with the Foundations instructions. **Senior Boarding Support Worker – Job**

Description

11. Assist in the implementation of Education Programmes, Child Risk Assessments and Behaviour Support Plans for children/young people and help monitor their progress.
12. 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 Foundations stated Model of care and policies.
13. To act as a positive ambassador of the Caldecott Foundation at all times and maintain and promote good relationships with other professionals, team members and management, the school and other sections within the Foundation, parents and outside agencies.
14. To participate in sleeping duties as required.
15. To participate in staff PMCB training, which is mandatory and all other mandatory training and demonstrate a commitment to ongoing professional development.
16. To provide quality written reports that document and evidence the child/young people's daily, weekly and monthly progress both residentially and educationally.
17. To present and advocate for the child/young person in professional meetings.
18. To contribute to the child/young person's development through specific pieces of work with the children/young people that help to build upon their education, life skills and independence. For example to assist in the planning, budgeting and preparation of meals.
19. To assist in the general household duties of our boarding provision which include cooking, preparing meals and other domestic duties.
20. To safely administer medication, drugs under the direction of the child's GP and care for children/young people who may be ill or injured.
21. To assist management to develop the home/school and its environment ensuring that the highest standards of care prevail for each individual

child/young person, within the guidelines' of the foundations stated model of care.

22. To liaise with family members (as appropriate), managers and other relevant professionals to ensure a child centred transition into the home.
23. To ensure any significant changes in the behaviour and disposition of the Children/young people are brought to the attention of management.

Senior Boarding Support Worker – Job Description

Standards and Quality Assurance:-

1. Support the aims and ethos of the Foundation as outlined in the Caldecott Foundations Mission Statement.
2. To set a positive and professional example in terms of dress, punctuality and attendance.
3. To act in accordance with the Foundations Code of Conduct.
4. Attend all team and staff meetings.
5. Undertake professional duties that may be reasonably assigned by the management.
6. Undertake any other duties as may reasonably be required.

Health and Safety

1. To ensure that Health and Safety of the children/young people, staff and visitors is monitored in accordance with the relevant legal requirements and good practice.

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 at every opportunity.

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.

Senior Boarding Support Worker – Job Description

3. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

The duties outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service as may be requested by your line manager

July 2025