
Job description: Residential Care Worker



Responsible to: Shift Leader

Salary: RSD Point 20

PURPOSE OF THE JOB: Providing care & support to residential students aged 4 to 25 years.

KEY RESPONSIBILITIES:

1. Ensure you supervise students evenings, overnight and weekends as required including transport duty for their return home
2. Ensuring a caring, ordered and supportive environment is provided and maintained for students
3. Working within the care provision to promote and develop students' education and independence.
4. Creating and/or developing holistic support plans and targets that support students to develop their education and independence for the future.
5. Assisting in the behaviour management of students
6. Accompanying students on recreational activities
7. Working as part of a team to provide a programme of evening & weekend activities for students
8. Promoting the social and emotional well-being & development of students
9. Regularly liaising with other Academy staff, parents and carers
10. Undertaking any administrative tasks linked to the care of students e.g. keeping appropriate records, making reports as required.
11. Keeping up to date with Academy policies
12. Assisting with the medical and physical needs of students
13. Promoting and safeguarding the welfare of children and young persons, that the jobholder is responsible for, or comes into contact with

OTHER DUTIES:

1. To participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy).
3. Providing cover in other areas as required.

4. To carry out any other appropriate duties requested by the Executive Principal or Head of Department.
5. To make secure all buildings on leaving the site.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures

The above list is indicative and not exhaustive. The Residential Care Worker is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification: Residential Care Worker



Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> NVQ level 3 in Care or a commitment to work towards it Level 3 qualification in British Sign Language (if not currently held, the successful candidate must commit to studying to achieve this) 	<ul style="list-style-type: none"> Current First aid qualification
Experience	<ul style="list-style-type: none"> Working as part of a team Planning & co-ordinating activities in conjunction with others 	<ul style="list-style-type: none"> Working within a special school Working within a medical, care or welfare environment
Knowledge & Skills	<ul style="list-style-type: none"> Ability to use own initiative and exercise sound judgement Good communicator with excellent inter-personal skills. Ability to deal with sensitive and confidential information 	<ul style="list-style-type: none"> Knowledge of IT including use of e-mail, the internet and keeping electronic records
Personal Qualities	<ul style="list-style-type: none"> Discretion, patience and sense of humour Desire to work with young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours 	

I accept this job description as a definition of the key responsibilities and duties of the post of Residential Care Worker.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....