

Job Description and Employee Specification

Grade: 5 SCP 11 - 17 £23,741 - £26,754 (Actual salary for term time)

Responsible to: Head of Pupil Welfare

Responsible for: Contribute to the promotion of effective childcare practice within a residential academy, thus providing all students with the opportunity for sound physical and emotional development, in a climate of positive interpersonal relationships, and environmental experiences that simulate, as closely as possible, a good home life.

Hours of work: 36.33 hours per week, Monday to Friday, School Term Time Only, including 5 Inset Days.

Example Hours: Monday, Wednesday and Thursday 2.30 pm - 10.30 pm, Tuesday 2.00 pm to 10.30 pm, Friday 9.30 am to 3.00 pm.

Main Duties and Responsibilities:

- To attend staff meetings.
- To attend regular supervision (meeting with line manager).
- To attend training sessions as required and/ or directed.
- To promote good staff working relationships.
- To promote and implement MNSP policies and NHA procedures.
- To adhere to the MNSP Code of Conduct at all times, in and outside of the workplace, by demonstrating professional standards.
- To administer medicines and prescribed drugs, in line with Notton House Academy procedures.
- To manage and respond to pupil emotional and physical dysregulation, as a result of each pupil's SEND.
- To positively help develop coping strategies to minimise dysregulated behaviours.
- To report any danger, misconduct, breach of guidelines, safeguarding, or child protection issues immediately without fail.
- To record accurate, concise factual information, using the agreed academy systems.
- To drive personal and academy vehicles with due care and attention.
- To be accountable to Notton House Academy Middle and Senior Leadership Team.
- To plan and organise evening activities for week days (Monday-Thursday) in consultation with the residential care team.
- To contribute to the risk assessment, organisation and participation of the young people in leisure time actively, thereby encouraging young people to live together amicably, and develop socially accepted standards.
- To take all practical steps to ensure the welfare of the young people is fully promoted, especially when involved in offsite activities.
- To keep young people safe, yet actively seek to empower them to gain and maintain some control over all aspects of their lives, and foster independence.
- To possess written and verbal communication skills sufficient to enable accurate and clear records to be maintained in line with working practice.
- To undertake necessary tasks delegated by the Head of Pupil Welfare, or by your line manager.
- To carry out rostered sleep-in duties.
- To create and maintain a well-ordered, healthy and disciplined social environment, using proactive and child-centred intervention techniques, including positive scripts and physical intervention only when necessary, always aiming to restore a safe and orderly environment for all the young people as quickly as possible.

School Support & General

- To attend all area and care meetings, as well as relevant wider staff meetings.

- To attend all training courses as directed.
- To participate in the School's Performance Management Review process, and make use of professional development opportunities.
- To play an active and positive role in academy life.
- To familiarise yourself with the working practices of the care team, and adhere to them at all times.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health and safety regulations.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- To be physically fit enough to carry out a range of duties in line with the interests of our young people e.g. walking, fitness suite, sports hall, and trips off-site, such as, bowling, swimming, laser quest.
- To be able to apply Team Teach practice (following training provided by the NHA), this may include the need for physical intervention if de-escalation strategies are not effective.
- To have a good level of energy and enthusiasm to help provide a strong positive role to our pupils and encourage them to follow a healthy lifestyle.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Relevant qualification equivalent to QCF3 (or willing to study for QCF3 within 2 years of start date)
Evidence of a good basic education, including Maths and English at GCSE grade 4/ Functional Skills Level 2
Previous experience of working with young people with Social, Emotional, and Mental Health Needs, and or pupils with Autism, ADHD, and PDA
Competent ICT skills
Commitment to training and further professional development
Working as part of a team approach
Working with young people with challenging behaviour
At least one or two areas of expertise that can be offered as part of evening activities for groups of young people. E.g. sports, arts, creativity
Desirable
FE/HE courses in child development/care
Some experience/knowledge of the formulation and implementation of care plans for young people
Full, clean driving licence
First Aid certificate
Positive intervention training (e.g. Team Teach)
Knowledge and experience of working to National Minimum Care Standards
Knowledge of The Children's Act 1989/ Learning Care Act 2000
Equal opportunities training
Administration of medicines and drugs training/experience

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Post Holder:

Name: _____ Signature: _____ Date: _____