

Residential School Care Coordinator

Job Description

Grade: GRD – *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To be directly responsible to the Deputy Head teacher/Care Manager for the management, development and organisation of the 24-hour curriculum
- 1.2 To be a member of the Senior Care Team

2. Key Responsibilities

- 2.1 In conjunction with the line manager, recruit, manage, motivate and develop residential staff in accordance with the School's Policy and national/local requirements, providing an induction programme for newly appointed staff
- 2.2 To contribute to the planning and monitoring of the school budget in respect of residential provision
- 2.3 To be responsible for taking a role in Child Protection and ensuring procedures are in place and are followed correctly
- 2.4 To be a representative of the Care Team in discussions with, and attendance at, meetings with other professionals
- 2.5 Performance Manager to the residential staff
- 2.6 Shared responsibility for the implementation and monitoring of all local and national requirements in respect of residential child care, to ensure that current guidance, legislation and policies are followed
- 2.7 Develop, implement and review written policies within the school and monitor the quality of provision to ensure a high standard of childcare practice
- 2.8 To work closely with the line manager to review staffing structure and address the need to ensure safe practice in school

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- 2.9 To be actively involved in the recruitment selection process of residential care staff
- 2.10 To be responsible for the supervision, including performance review, of staff employed in the residential areas
- 2.11 To share the responsibility for the identification of training needs for residential care staff and for providing a programme of induction and in-service training to ensure a high standard of provision is maintained
- 2.12 To share the responsibility for the design and implementation and review of the pupil's Personal Care Programmes. This role involves directly contributing to Admission and Administration procedures
- 2.13 To work shifts and carry out sleep-in on-call and shift duties when required
- 2.14 To exercise any particular duty in accordance with a direction which may be reasonably given by the line manager
- 2.15 To ensure all tasks are carried out with due regard to Health and Safety
- 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings
- 2.17 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. Plan own work to ensure the meeting of defined objectives

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4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

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Reviewed by:

Date:

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