**The Grange Therapeutic School**

**JOB DESCRIPTION**

**JOB TITLE: Senior Residential Worker**

**SALARY: Actual salary - Up to £25,000 depending on qualifications/ experience**

LOCATION: The Grange Therapeutic School, Knossington

REPORTING TO: Home Manager

HOURS: 42.5 hours a week – 39 weeks of the year (Term Time Only).

# PURPOSE OF THE ROLE

To support the home manager for the safe and proper organisation of a residential home. To assist in developing and maintaining an effective social and emotional environment for young people in our care.

**KEY RESULT AREAS**

* To work within the stated aims and objectives of The Grange Therapeutic School
* To support the management of a team of residential care workers and the day to day running of a residential home.
* To effectively manage the safe and proper organisation of your living group. To be accountable to the Home Manager and Senior Leadership Team.
* To help create an atmosphere where everybody can work happily and effectively – an atmosphere where the children feel safe and cared for, one where they can learn, develop and improve.
* To follow the rules and routines of the school, to make yourself aware of the guidelines and procedures in place for the safety and protection of our children.
* To have clear expectations of yourself, the staff, and the children. To establish clear boundaries of acceptable behaviour.
* To assist in directing the preparation of care plans and reports for reviews and other meetings. To support in maintaining records as directed by school policies
* To undertake directed individual work with our pupils and their parents
* To liaise with education and therapeutic staff when necessary, with the aim of best outcomes for pupils

#  RESPONSIBILITIES

* Help to ensure the safeguarding, safety and welfare of all children in the care of The Grange School
* Liaise with other staff, social workers and other professionals, parents of children and members of public
* Ensure an emotionally and physically safe and secure environment for our children.
* Provide our children with opportunities for social integration and the development of independence skills
* Write daily records and contribute to verbal and written reports
* Have knowledge of the school’s curriculum and be committed to supporting children in achieving their targets
* Understand and be committed to school philosophy, policy, and practice
* Take responsibility for the care and appropriate use of school resources
* Promote and maintain good relationships with local community
* Show commitment to personal development, e.g., through attendance at meetings, personal supervision and training.

# ACCOUNTABILITIES

* To develop an effective and comfortable physical environment.
* To set clear expectations and standards for both staff and pupils
* Contributing to planned learning experiences
* To supervise and discuss ideas with staff in relation to pupil needs, routines and activities in order to develop staff skills and confidence in their care work
* To implement targets to achieve social and behavioral objectives of pupil’s EHCP with the keyworker.
* To monitor required record keeping and ensure risk assessments are up to date
* To plan and implement a staff rota. To assist in organising cover for absent members of staff.
* To work with the home manager to ensure all care reports and care plans are prepared and presented on time.
* To ensure care staff attend pupil’s reviews and other relevant meetings.
* Administering medication in accordance with school guidelines
* Transportation of children, as driver or as escort.
* Attending and contributing to internal and external meetings as required.

**PERSON SPECIFICATION**

Personal characteristics

* The ability to motivate and direct teams
* The ability to work with young people in groups
* Good interpersonal skills
* Ability to ensure staff adhere to high standards
* To work on own initiative and unsupervised.
* Ability to analyse information and take appropriate action
* Demonstrate own skills and abilities in providing out of school activities for young people.
* Ability to produce an appropriate high standard of reporting and recording both written and electronically.
* A personal commitment to anti-oppressive care practices.

**ESSENTIAL**

* Significant knowledge of the needs of young people
* Significant knowledge of good quality residential care, children’s rights and safeguarding children.
* Relevant experience working in residential care with children and young people
* Hold or working towards NVQ Level 3/Equivalent or higher
* Knowledge of inspection regulations and frameworks