

**Children & Young People's Service**

**Welburn Hall School**

**JOB DESCRIPTION**

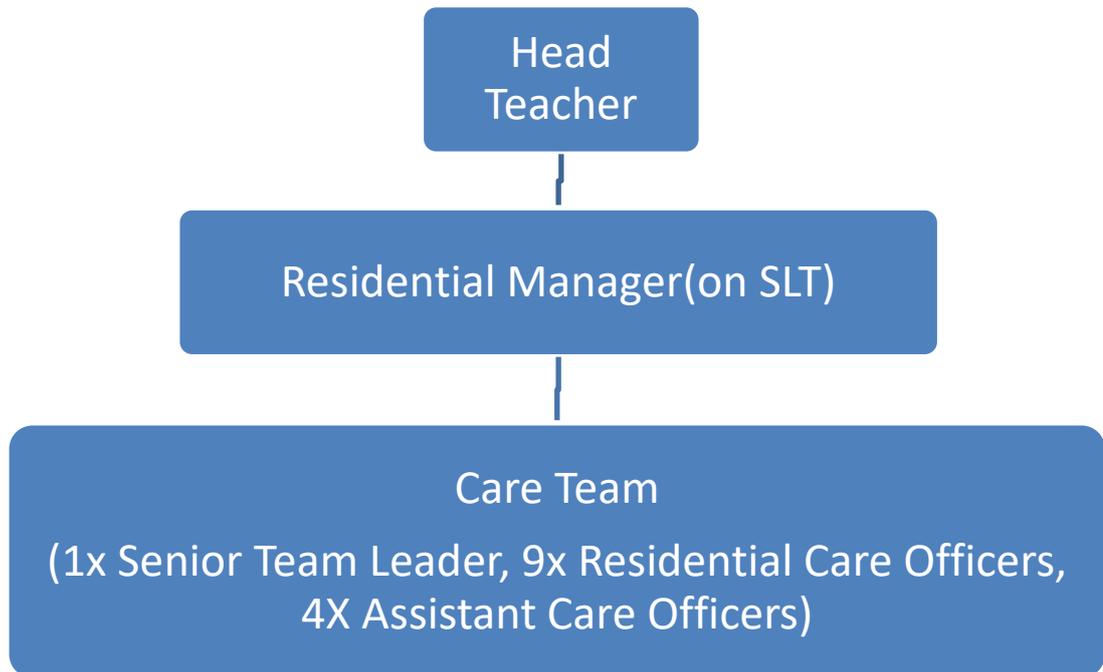
<b>POST:</b>	<b>Residential Manager</b>
<b>GRADE:</b>	Grade - M
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	Senior Team Leader, Residential Child Care Officers and Assistants
<b>POST REF:</b>	
<b>JOB PURPOSE:</b>	<p>Manager in charge of boarding provision (residential).</p> <p>Strategic Lead for residential provision, including establishing and monitoring entry and exit systems for pupils of all ages, adherence to and development of excellent provision in accordance with the Ofsted inspections, National Minimum Standards and S20 monitoring visits.</p> <p>Being accountable to the Headteacher for health and safety, provision and outcomes in the residential setting, providing care and supervision of pupils with Learning Disabilities and other special educational needs</p> <p>Be Principal Designated Safeguarding Lead for Welburn Hall.</p> <p>Develop links with parents and other partners throughout North Yorkshire and the wider community in order to enhance pupils' personal development through securing high quality social education in the residential and day aspects of the school.</p>
<b>JOB CONTEXT:</b>	<p>Works with challenging children and young people with learning disabilities, mental health issues, emotional, social, behavioural and / or physical difficulties.</p> <p>Enhanced DBS clearance required</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Strategic lead in ensuring total compliance with National Minimum Standards at all times.</li> <li>• Assume leadership and management of the students/staff once the school day has finished and support other members of SLT when the Head Teacher leaves the site during the school day</li> <li>• Expectation that the postholder will be onsite working core hours until 10pm Monday, Tuesday and Thursday. Start time of 1pm and sleep in two nights per week.</li> <li>• Report directly to Head Teacher on all aspects of residential provision</li> <li>• Member of the Senior Leadership Team</li> <li>• Provide quality assurance reports to governors 3 times per year for Residential Manager and 1 at least for Safeguarding</li> <li>• Lead professional during Ofsted residential inspections</li> <li>• Professional supervision of the Family Support Manager</li> <li>• On call duty, 1 night per week</li> <li>• To lead and manage the Care Team to enable children and staff to develop their full potential and in ensuring that each child receives the necessary care</li> </ul>

	<p>and attention</p> <ul style="list-style-type: none"> <li>• To ensure that boarding pupils are well supported, safe and cared for at all times</li> <li>• In collaboration with Inclusion Manager, create and design curriculum development for residential activities, leading to external accreditation</li> <li>• Lead and support groups and individuals in fulfilling their potential</li> <li>• To ensure that care routines conform to the standards set out in the Residential Care Policy.</li> <li>• Ensure the accurate administration of medication (including controlled drugs) and first aid, working with the NHS School Nurse to ensure best practice in the health and care for all pupils</li> <li>• Co-ordinate the supervision of sick children and oversee/administer medication and first aid as appropriate; maintain up to date and accurate records at all times.</li> <li>• To create, develop and monitor systems and routines which promote pupil's 'development in the 'waking hours' curriculum.</li> <li>• Monitor the creation, development and maintenance of effective care programmes designed to meet the long and short term objectives within Boarders' EHCPs.</li> <li>• To monitor Boarders' development and progress closely</li> <li>• To provide regular reports on Boarders' Progress to Governors</li> <li>• Represent the school as Lead Professional in meetings involving outside agencies</li> </ul> <p><b>In line with other members of staff, the residential manager may also:</b></p> <ul style="list-style-type: none"> <li>• Deliver personal care routines (toileting (including cleaning and changing), washing, dressing and feeding) with dignity and in accordance with the Intimate Care and Physical Contact Policy, Intimate Care Plans, Healthcare Plans, Moving and Handling Procedures and any other school guidance.</li> <li>• Uses moving and handling equipment e.g. hoists to safely move children</li> <li>• Work within agreed plans to guide and support students to understand and perform basic domestic tasks and, where necessary develop personal care skills.</li> <li>• Support students in gaining life skills, including planning, organising and management of resources.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Responsible for development and implementation of all Residential policies and whole school policies within remit of role and responsibilities.</li> <li>• Senior lead for ensuring Safeguarding policy is up to date at all times</li> <li>• Co-ordination of safeguarding team</li> <li>• Liaise with multi-agency teams and the LADO in accordance with KCSiE18 and as necessary on behalf of the Head Teacher</li> <li>• Provide clear leadership and direction to the Assistant Residential Childcare Officers, Residential Childcare Officers, Senior Team Leader</li> <li>• Develop and maintain relationships with young people and their families and engage with the local agencies and community</li> <li>• Communicate effectively with pupils who may have difficulty communicating and / or have behavioural problems.</li> <li>• Use persuasive and influencing skills to encourage pupils to participate</li> <li>• Liaise with other senior leaders and staff, providing detailed advice, guidance and support.</li> <li>• Liaise with staff, teachers and therapists, to support the physical, intellectual, emotional and social development of pupils, by providing advice and guidance.</li> <li>• Deal with parents with regards to the pupil's needs.</li> </ul>
Partnership Working	<ul style="list-style-type: none"> <li>• Work in partnership with colleagues and other professionals to meet the social ,emotional, educational, health and mental needs of the young people</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Line manages a team of Senior Team Leader, Residential Child Care Officers and Assistants ensuring regular supervision is undertaken, annual performance management appraisals of the team is carried out and targeted training is</li> </ul>

	<p>delivered to support professional development</p> <ul style="list-style-type: none"> <li>• Chair team and care planning meetings where appropriate</li> <li>• Monitor smooth running of shifts/activities</li> <li>• Ensure an accurate, up to date record of staff rotas is maintained</li> <li>• Ensure the effective mentoring of new staff during induction period</li> <li>• Accountable for the successful delivery of care plans and ensure that they are appropriately applied and that deadlines are met, through adequate monitoring processes and holding Senior Team Leader to account</li> <li>• Sets the strategy for CPD in the Care Team and leads training and personal development and Care Team meetings</li> <li>• Manage activity and residential care budgets under the oversight of the Headteacher</li> <li>• Contributes to the effective and efficient use of financial resources</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Strategic Lead in whole school policy on Safeguarding; responsible and accountable for ensuring all associated policies are up to date</li> <li>• Leads and manages the Safeguarding Team, develops caseload management in line with best practice</li> <li>• Leads and is accountable for the maintenance of all safeguarding incident procedures, policy and action planning</li> <li>• In line with all staff, to be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. In accordance with the school's Child Protection Policy, report any Child Protection or Safeguarding matters</li> <li>• Role reflects responsibilities and expectations of the DSL as outlined in Appendix B KCSiE</li> </ul> <p><b>Training</b> The designated safeguarding lead should:</p> <ul style="list-style-type: none"> <li>• undergo training to provide them with the knowledge and skills required to carry out the role, at least every two years.</li> <li>• Ensure ALL staff are kept up to date on all associated and relevant training, skills and knowledge, including leading and preparing regular staff training</li> </ul> <p><b>Raise Awareness</b> The designated safeguarding lead should:</p> <ul style="list-style-type: none"> <li>• ensure the school's child protection policies are known, understood and used appropriately;</li> <li>• ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;</li> </ul> <p><b>Availability</b></p> <ul style="list-style-type: none"> <li>• During term time the designated safeguarding lead (or a deputy) should always be available (during school and evening hours) for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, there may be exceptional circumstances, such as overnight, when "available" means via phone and or Skype or other such media.</li> <li>• The designated safeguarding lead, in collaboration with the Headteacher, will ensure there are adequate and appropriate cover arrangements for any out of term activities.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Line management of the Care Team</li> <li>• Direct strategic responsibility for Health across the whole school and liaises directly with the NHS School Nurse</li> <li>• Monitors the development and maintenance of Care Plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Secures outstanding practice in the Care Team, including being strategically responsible for the successful delivery, implementation and compliance with all of the National Minimum Standards.</li> <li>• Strategically responsible for securing positive reports from the S20 visitor and ensuring any subsequent recommendations are included in School Development Plans</li> <li>• Ensure parents receive regular reports on boarders' progress.</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Sets strategy and leads on School Development plan for Safeguarding, Residential Care and Development of provision for boarders</li> <li>• Representing the school, attending Core Group and CP planning meetings as the school's DSL</li> <li>• Create and present relevant policies for Safeguarding, Care Plans, and Medical Policy.</li> <li>• Contributes to Behaviour Policy development and Staff Handbook</li> <li>• Contributes to the SEF by having responsibility for Ofsted section on pupil welfare and safeguarding.</li> <li>• Ensure areas for development to improve practice and provision are reflected within the school development plan</li> <li>• Develops and leads and is responsible for all Care Team monitoring activities, accountable directly to the Head Teacher and the Governing Body.</li> </ul>
Date of Issue:	September 2019

## Structure



## PERSON SPECIFICATION

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of children’s needs and rights and how they can be best met in a residential setting</li> <li>• Considerable knowledge of techniques and processes for the management and supervision of staff</li> <li>• Understanding of Health &amp; Safety</li> <li>• Significant knowledge of safeguarding and child protection protocols and procedures</li> <li>• In depth knowledge of National Minimum Standards and all child care law, specifically related to children in care</li> <li>• In depth knowledge of behavioural management techniques</li> <li>• Significant knowledge of how to achieve positive outcomes for children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• In depth knowledge of legislation in relation to working with children and families</li> <li>• Excellent computer literacy skills, spread sheet and database</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven success as a senior leader in a comparable environment</li> <li>• Significant experience of successfully working with children &amp; young people</li> <li>• Significant experience of successfully working with children with disabilities.</li> <li>• Significant experience of successfully line managing staff</li> <li>• Significant experience of successfully contributing to the development, implementation and review of Care Plans</li> <li>• Experience of multi-agency working</li> </ul>	
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills, able to engage and enthuse students, work professionally with parents and agencies, securing their confidence with excellent customer service</li> <li>• Excellent understanding of and commitment to, professional supervision</li> <li>• Excellent ability to communicate with young people who may have communication or behavioural difficulties</li> <li>• Ability to work on own initiative and lead a team, ability to be decisive</li> <li>• Model best practice at all times, remaining calm and resilient, open to feedback</li> <li>• Demonstrate a caring persona, facing difficult situations with a ‘solution-focused’ approach</li> </ul>	<p>Knowledge and experience of recruitment</p> <p>An understanding of leadership and management styles</p> <p>Senior leader experience of performance management processes, including disciplinary and grievance procedures</p>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A minimum NVQ Level 4 or above, or working towards in relevant discipline such as health, social care, child care or education</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of postgraduate study, research or interest</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Willing and able to work regularly outside normal office/school hours, school holiday periods with sleep-in duties.</li> <li>• Demonstrative emotional resilience in working with challenging behaviours</li> </ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"><li>• Willingness to undertake necessary training e.g. Manual handling, administering medication and commitment to continuous professional development</li></ul>	

NB – Assessment criteria for recruitment will be notified separately.