

## PERSON SPECIFICATION



**POST TITLE:** Residential Childcare Officer (RCCO)

**LOCATION:** Fountaindale School

CATEGORY/ITEM	Essential	Desirable	Test At
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<b>Experience</b>			
Minimum of 1 year experience of working within a care role with children or adults with physical disabilities	*		A
Experience of working within a multidisciplinary team	*		A/I
Experience of leading pupil activities	*		A/I
Experience of working with pupils/students with physical disabilities within a residential setting		*	A/I
Experience of leading or co-ordinating a team		*	A/I

<b>Education, Training &amp; Qualifications</b>			
Children & Young People Workforce Level 3 Diploma or equivalent in field of child care or willingness to enrol on above within 3 months of appointment	*		A

<b>Skills, Aptitude</b>			
Can work independently under direction	*		A/I
Demonstrates ability to differentiate activities	*		A/I
Good organisational skills	*		A/I
Basic literacy and numeracy skills	*		A
Willingness to be flexible in roles undertaken	*		A/I
Demonstrates effective communication skills	*		A/I
Effective team member	*		A/I
Demonstrates ability to differentiate activities for individual need		*	A/I
Basic ICT skills		*	A
Proven leadership skills		*	A

<b>Knowledge</b>			
Demonstrates understanding of role	*		A/I
Demonstrates understanding of children's personal rights	*		A/I
Demonstrates an understanding of the promotion of independence and self help skills for children or adults with physical disabilities	*		A/I
Awareness of health and safety requirements relating to the safe handling of disabled people within the workplace	*		A/I
Awareness of own CPD needs	*		A/I
Up to date training in safe handling of disabled people in the workplace		*	A
Awareness of ICT access equipment and communication aids		*	A/I
Knowledge and use of basic signs and symbols		*	A/I

**Post:** Residential Child Care Officer  
**Grade:** NJE Grade 4 Pts 19-23  
**Responsible to:** Head Teacher, Head of Extended Provision, Principal RCCO  
**Hours:** 18.5 hours per week, term time only

**General Description of Post:**

To be primarily responsible for the physical and emotional care of the pupils within the residential unit.

To work as a full member of a team involving both education and care, including recognizing the different but complimentary roles of each.

To undertake duties and responsibilities commensurate with their position.

**Specific Duties:**

1. To work within the individual statements of special educational needs to ensure that the physical, emotional and other primary care of the pupils are met through development and maintenance of a supportive and caring environment.
2. To establish positive relationship with the pupils, families and carers which will enable complex special needs patterns to be handled effectively.
3. To provide a positive, welcoming and stimulating environment for the pupils. To actively involve the pupils in decision making, and to encourage and assess progress within each pupil's Individual Education Plan, care and medical plans and targets.
4. To encourage and empower pupils towards independence within the unit. To promote and enable independent living and lifestyle choices.
5. To support pupils with complex communication needs through the use of signs, symbols and the use of specialist equipment, including communication aids.
6. To keep or contribute to records/files as required.
7. To observe relevant procedures and guidelines eg. Safeguarding Procedures, Health and Safety at Work, Fire Procedures etc.
8. To Liaise with other departments within the school to achieve common aims.
9. In addition to the above to carry out duties that both support the pupils and enhance the running of the department.

This could involve:

- a) 'Residential duties' ie laundry care, general tidying up, re-stocking equipment.
- b) Preparation for the next shift.
- c) Medical escort duties/emergencies, including the administration of emergency medication and procedures.

- d) Wheelchair maintenance/charging and the preparation and charging of specialist equipment.
- e) Organisation/participation in leisure activities with the pupils
- f) Primary care needs mentioned to include feeding, dressing, toileting, bathing, medical supervision, postural management programmes, general support, including preparation and administering of prescribed medication and support of pupils requiring gastrostomy feeds, in accordance with school policy.
- g) Art/display work.

10. To undertake specific managerial responsibilities consistent with expectations relating to the post holder's position. This could involve directing staff while acting in the absence of the Principal or Deputy Principal Residential Child Care Officer, handling a review and representing the department at meetings. This will arise where department staff numbers are small and include both 'On Call' and 'Night Duties'.

11. To attend training courses as appropriate and all school training days. The school will provide funding for required qualifications subject to the proviso that fees are repaid by the post holder should they not complete the course or if they terminate their employment within 2 years of course completion. Study for required qualifications will be expected to be completed within the post holders own time.

12. To carry out duties deemed appropriate to the post as directed by the School Principal, the Head of Extended Provision or the Principal Residential Child Care Officer subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description.

## **Hours of Duty**

### **Day Staff**

Monday	3.00pm to 10.00pm
Tuesday	7.30am to 9.45am 3.00pm to 10.00pm
Wednesday	7.30am to 9.45am

### **Night Staff**

9.45pm Monday to 7.30am Tuesday

9.45pm Tuesday to 7.30am Wednesday

Sleeping in duty (10.00pm to 7.30am Monday & Tuesday) may be required on a rotational basis for which an additional allowance will be paid.