



Post Title: RESIDENTIAL CARE CO-ORDINATOR

Place of Work: West Heath School, Sevenoaks

Hours of work: TERM TIME ONLY
1 pm to 11.30pm Monday to Thursday plus every third Friday
10.30 am to 4.30 pm (30 minute lunch included)

Salary: £ 21,500 per annum paid in 12 equal monthly instalments

Accountable to: Residential Care Manager

Main Purpose of role:

- To be responsible for the service delivery and management of one or more house units depending upon their staffing levels and the needs of the student groups who live in them.
- To coordinate all aspects of the day-to-day work of an allocated house or houses.
- To promote good care practices especially in the management of challenging behaviour and care of people with complex needs or high need plus.
- To promote a person centred approach to the provision of care for students for whom you have responsibility enabling students to reach their potential and pursue a fulfilled and chosen lifestyle based on the principles of normalisation and informed choice.

Principal tasks and responsibilities:

1. STAFFING AND MANAGEMENT

- To ensure the care provision promotes and safeguards the welfare of children
- To role model skilled and effective practice.
- To lead the care team with the support of the Senior Support Workers and Residential Care Services Manager.
- To monitor, evaluate and support staff and students within the care provision.
- To overview and monitor pupils current care plans in conjunction with their EHCP and statement of need (with the support of the senior support workers)
- To overview and monitor pupils current Edukey in conjunction with their boarding targets (with the support of the senior support workers)
- To take responsibility for and ensuring that all students have an allocated keyworker and key working sessions are being conducted by all staff.
- To work in liaison with other internal and external professionals, to achieve positive outcomes for students.

- To collaborate with West heath School Review Coordinator and ensuring that boarding students annual/placement review reports are prepared to a high-quality standard and submitted by the deadline.
- Taking responsibility for the health and safety of young people, staff and buildings. Maintain health and safety regulations; supervise the administration of medicines and emergency first aid.
- To undertake duties as required by the Senior Support Workers.
- Apart from the duties summarised above, we retain the right to include other reasonable duties which are part of and incidental to this type of work

2. STUDENTS

- Implement appropriate systems to ensure that the house(s) are run effectively and that the policies and procedures of West heath are followed positively.
- Liaise with family members (as appropriate), care managers and other relevant professionals, if necessary prior to admission, and then ensuring that information made available to relevant persons is with the agreement of the student.
- To ensure any significant changes in the behaviour and disposition of students are brought to the attention of the Senior Support Workers and Residential Care Manager.
- Contribute to students care planning especially if a change in need is indicated.
- To ensure students participate in community based activities and access community based services including those required to promote the health, wellbeing and social activity of the students
- To prompt students with all aspects of their personal hygiene and presentation including students with high dependency needs for self care.
- To enable and promote independence for students to plan meals which are wholesome and nutritious, undertake the purchase of food with students and support them in the preparation of meals and related domestic duties in preparation for adulthood.
- To enable students to appropriately manage their personal finances and allowances.
- Consult with the Senior Support Workers and the Estate Manager in respect of ensuring that the building and the furnishings remain fit for purpose.
- Promote meetings of students and respond accordingly to their concerns and any issues raised.
- To ensure students are always treated with respect and receive the highest possible standards of care and service from the staff at Westheath.
- To order medication from their parents/legal guardian and sign for safe receipt and working together with the school nurse.

3. General

- To act as a positive ambassador and role model for the School in all opportunities supporting the School mission, goals and values
- To maintain a high standard of probity in professional, personal and financial matters, maintaining good relations with colleagues and external partners

- Work flexibly and efficiently to maintain the highest professional standards
- To act in accordance with the School's code of conduct
- To uphold and promote the School's commitment to equality and diversity
- To undertake any other duties as may reasonably be required.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

CRITERIA	ESSENTIAL/DESIRABLE
Qualifications:	
NVQ diploma level 3 in Social care, working with children and young people or NVQ Diploma level 3 Children and Young People Workforce	E
Management qualification or willingness to undertake	D/E
A professional qualification eg degree in child care	D
Experience:	
Working with children and young people in a residential setting	E
Working understanding of the Children Act 1989 and 2004	D
Knowledge:	
Statutory safeguarding guidance and procedures	E
Sound knowledge of students SEN/EHCP (ADHD, ODD, ASD, PDA etc)	E
Knowledge of education health and care plans	D
Technical skills/abilities to include:	
Child focused	E
Reflective, and embraces new initiatives in order to improve performance.	E
High level IT skills especially Microsoft packages	E
Ability to work as part of a diverse team	E
Ability to make sound decisions under stress	E
Proactive and flexible approach	E
Attention to detail and accuracy	E
Has a collaborative, supportive and tolerant approach.	
Clean driving licence and access to own vehicle	E