



Farney Close School

Head of Care - Job Description.

Responsibilities

As Head of Care you are expected to take responsibility for ensuring that the children and young people receive a high level of quality care which displays a commitment to the philosophy outlined by Farney Close School.

Our aim is to promote a positive, caring environment in which the children and young people can be the best version of themselves.

Expectations

As Head of Care you will be expected to:

Ensure that all policies, procedures and practices reflect the school's commitment to the importance and value of the individual. It is therefore your responsibility to update any policies, procedures or practice and ensure that they successfully reflect good practice and expectations of Ofsted and legal guidance.

Ensure that all children and young people in our care are valued, respected and treated as individuals.

To ensure that our children and young people are safeguarded, protected from neglect, abuse and exploitation.

As Head of Care you are expected to maintain strict confidentiality in all areas of your work.

Designated Areas of Responsibility

Support and supervision of the care staff team with approximately 30 members. As Head of Care you will be expected to ensure that:

- Adequate levels of staffing are available at all times.
- You are accessible to all members of the residential staff team.
- You establish a clear network for the delegation of responsibility within the residential staff team, which is both effective and demonstrably accountable.
- Adequate support and direction is given to all members of the residential staff team so that they may carry out their delegated duties effectively.
- You set up and maintain supervision of staff at least half termly which is both evaluative and developmental and one which promotes good practice.

- You set up a system for staff appraisal which will ensure that all staff members have an annual appraisal.
- You support the writing and fulfilment of day care systems and rota's.
- Provide monthly records for payroll completion, including sickness records, full attendance allowance and overtime calculations.
- You gather and analyse data that clearly shows young people's social progress since they started at Farney Close, putting in place action plans where identified as appropriate to support their development.

Staff Development

As Head of Care you should ensure that both the personal and professional needs of the residential staff are identified and as far as possible catered for. Therefore, you would be expected to:

- Identify the training needs of residential staff so as to promote their personal and professional development.
- Organise or assist in the organisation of training events, both within school and outside, from which staff members will benefit.
- Motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Care'.
- Deliver, where appropriate, INSET for residential staff.
- Operate the school's Internal Quality Assurance procedures for residential staff including appraisal and supervision strategies.

Senior Management Responsibilities

As a senior staff member, you will be expected to:

- Contribute to the development and continuous review of policies and procedures as well as enabling the residential staff team to remain actively involved in policy development.
- Promote and maintain effective channels of communication within the school, and organise residential staff team meetings with agenda and minutes kept.
- To take responsibility for the monitoring and maintenance of medication systems.
- To Act as lead Duty person one evening each week, on call one evening per week, and to participate in any additional cover arrangements where necessary.
- Effectively manage any allocated budgets.
- Chair and/or participate in relevant reviews and planning meetings.
- Effectively liaise with parents /carers and external agencies and professional bodies to ensure successful working partnerships which support the best possible outcomes for all pupils.
- Participate in the referral process, admission and moving on arrangement for new pupils.
- To be prepared to work during the school holidays from time to time should the needs of the school demand it.

- To work closely with the Principal and all other members of the Senior Management Team, to ensure regular attendance and that actions are being taken both in school and at home to secure the child's learning and development.

Child Protection

As Head of Care you must ensure that you maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation.

Complaints Procedure

As Head of Care you will be expected to co-ordinate 'Complaints Procedures' set up for our children and young people.

Residential Accommodation

As Head of Care you will be expected to co-ordinate the residential provision site risk assessments and draw up appropriate recommendations and monitor developments thereafter. These should be undertaken on a half termly basis with written and verbal reports submitted to the Principal.

External Agencies

As Head of Care you will be expected to develop and maintain links with outside agencies to establish professional links. You must also actively promote 'Partnership' with parents/families or carers.

Personal Responsibility

As Head of Care you must take a personal responsibility and remain aware of all current issues in your area of work. You are expected to discuss your work in supervision and appraisal (Performance Development Reviews) with the Vice Principal / Principal.

You must be fully aware of the National Minimum Standards for Residential Special Schools and ensure that the school is fully compliant.

Due to the nature of your work, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Principal. On such occasions we will strive to give you adequate notice and guidance of these duties.

SAFEGUARDING

Farney Close is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

This post is subject to an Enhanced DBS (with Barred List) check.

REVIEW

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

ACKNOWLEDGEMENT

Name:	
Signature:	
Date:	