

BOWDEN HOUSE SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Senior Houseparent
HOURS:	40 hours per week during Term Time only
GRADE:	Point 29 – 31 (SO1)
Responsible to:	Head of Student Welfare and the Headteacher
Responsibility for:	Houseparents Care Support Workers

Bowden House is a maintained, special residential school providing education and care to students with social, emotional and behavioural difficulties some of whom have associated learning difficulties. The students' ages range from 9 – 16+ years and require a stimulating curriculum with opportunities to improve their academic and social skills within a nurturing environment to prepare them effectively for the adult world. The Senior Houseparent will lead a team to support the students outside the classroom environment promoting the importance of education whilst assisting in the development of appropriate social skills.

Main areas of responsibility

- To contribute to the whole school's approach in providing a safe environment within which all students can live and learn
- To recognise, praise and develop the aspirations and talents of all students assisting them in making choices that will enhance their self-esteem and confidence
- To work effectively as part of the whole school team
- To lead a team of Houseparents and Care Support Workers in an efficient, professional manner at all times
- To act as a Mentor to allocated members of the care team undertaking regular supervisions and appraisals ensuring that all staff have a personal Career Development Plan where training needs are identified and appropriate courses sourced that will benefit the staff member and the school
- To work on a shift basis ensuring that staff are supported during the evenings (including sleep-ins)
- To ensure that a wide range of recreational activities are designed and managed taking account of all aspects of Health & Safety whilst working within a clearly defined budget

- To work within the school's Behaviour and Behaviour Management Policies ensuring that there are effective, consistent and safe practices in managing unacceptable behaviours
- To attend weekly meetings with Head of Student Welfare and the Care Team and contribute/support/advise as necessary in line with the seniority of this position

Main duties

- To work closely with the Head of Student Welfare and the other Senior Houseparents to ensure that all staff complete their mandatory training courses including the CWDC Induction Standards Workbook and the Diploma Level 3 qualification (or equivalent) to comply with the Ofsted requirements
- To liaise effectively with all external agencies as required and to establish and maintain positive working relationships with parents/carers/social workers
- In collaboration with the Head of Student Welfare, ensure that there are adequate staffing levels to cover the evenings including the activity programmes
- In collaboration with the Head of Student Welfare, ensure that staff comply with the requisite procedures when reporting any sickness absence. In the absence of the Head of Student Welfare, to hold and record a Return to Work interview with the individual staff member to ensure that they are fit to resume their duties or require support
- To ensure that Individual Learning Plans are maintained and up-dated on a regular basis and that all staff have indicated that they have read and understood the plans
- To oversee a range of written Risk Assessments to ensure that they remain current at all times and accurately reflect the needs of the individual student or activity. Risk Assessments must be monitored and amended to indicate any changes in behaviour or likely risks in respect of activities in or outside of the school site
- To undertake regular checks on Behaviour Watch MIS ensuring that there is an appropriate use of language; that all sections are completed as required and are signed off as correct by senior staff members
- To ensure that Health Care Records are maintained and up-dated, as necessary
- To oversee the school's sick-bay and ensure that staff work effectively within the First Aid & Administration of Medicines Policy
- To be aware of all medical appointments and assist in the appropriate arrangements to enable students to attend, i.e transport, etc
- To ensure that keyworkers write a care report to a professional standard

for the students' Annual Reviews; that they attend the meeting and support the student to express his views

- To ensure that individual Development Plans are completed within the required timescale and that they form an effective and relevant aspect of the whole school's Development Plan. These plans must be monitored and reviewed with evidence that they are being delivered as stated in the written plan
- To ensure that entries are recorded in the students' diaries that create a visual documentary of their school career
- In collaboration with the Head of Student Welfare, to oversee the safe keeping and issuing of students' pocket money
- To work effectively within The Equality Bill 2011 to ensure that the staff and students of this school are treated with respect and dignity at all times. The Senior Houseparent will be required to ensure that there is equality of opportunity for the staff team in respect of training and personal development and that all staff work actively to promote opportunity for all students and collectively undertake to improve their educational and social outcomes.

Person Specification

Essential:

1. At least three year's experience of working with children in an education or care setting
2. To be educated to at least GCSE standard or equivalent
3. To possess sound communication skills
4. Experience of managing/supervising a small team
5. Commitment to completing all mandatory training courses
6. Ability to work contracted hours on a shift basis involving unsocial hours and including evenings; sleep-ins and week-end escort duties as required and agreed with the Head of Student Welfare and the Headteacher
7. To contribute to the design of rotas, sleep-in duties and covering staff absence/overtime
8. To work effectively as part of a team
9. To act in the absence of the Head of Student Welfare
10. To be able to write a range of reports to a high standard
11. Together with the Head of Student Welfare, monitor all reports written by the staff team
12. To ensure that all Care groups are adequately and evenly staffed for all Care activities under the guidance of the Head of Student Welfare

13. A commitment to assist with the transport/escort of the students to a variety of locations and activities
14. To act as an Ambassador for the school and to present, at all times, as a positive role model to the students and staff of this school.
15. To undertake additional duties as the Senior Management may from time to time reasonably require.

Desirable:

1. Qualified in Health & Social Care Level 5 in Leadership & Management.
2. Full UK Driving Licence.

The school is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an Enhanced DBS that are satisfactory to us will be a condition of appointment.