

BOWDEN HOUSE SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

POST: Houseparent

Responsible to: Senior Houseparents; Head of Student Welfare,
Deputy Head
and Headteacher

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. Houseparents will work within 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 work on a shift basis including evenings and sleep-ins and as part of the escort duties
- To organise and supervise a wide range of recreational activities 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 the Head of Student Welfare and other members of the Care Team to discuss student development; areas of concern and strategies to manage behaviour and improve school attendance

Main duties

- To maintain positive working relationships with parents/carers/social workers
- To organise and supervise a wide range of activities both within and outside of the school encouraging students to participate in new activities to develop confidence and increase self-esteem
- To ensure that Individual Learning Plans are implemented and that any amendments are recorded via the Senior Houseparents
- To write and maintain 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 monitor the students' health needs and ensure that these are reflected in their Health Care Plans including support in attending doctor/hospital/dentist appointments
- To support the students to take responsibility for their personal care and school clothing.
- To ensure that care reports are written to a high standard for the students' Annual Reviews; to attend the Annual Review meeting and support the student to express his views
- To have an acceptable level of literacy
- 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 Senior Houseparent, to assist with 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. As a member of the Care Team, to work actively to promote opportunity for all students and collectively undertake to improve their educational and social outcomes.

Person Specification

Essential:

1. To maintain a non-judgmental approach to the students and their families
2. A commitment to completing all mandatory training courses and a willingness to undertake further training, when necessary, as part of the school's CPD programme
3. An ability to work contracted hours on a shift basis involving unsocial hours including evenings and sleep-ins
4. To work effectively as part of a team
5. To undertake additional duties as the Senior Management may from time to time reasonably require
6. To possess sound communication skills
7. To be educated to at least GCSE standard or equivalent
8. To be able to write a range of reports to a high standard
9. A commitment to assist with the transport/escort of students to a variety of locations and activities
10. To be able to manage a group activities' budget
11. To comply with the Policies and Procedures of the school
12. 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.

Desirable:

14. At least one year's experience of working with children in an education or care setting
15. Experience of working with young people with Special Educational Needs and/or who have been disadvantaged by experiences within their lives
16. Category D1 driving licence
17. To possess a Level 3 Health & Social Care qualification (Diploma/NVQ or equivalent) in working with Children & Young People or a written commitment to complete this qualification within the specified period of time (usually a maximum of 1 year). Candidates should be aware that this course will require some study in non-duty time

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.