



BOUDICA SCHOOLS  
TRUST

## **BURE PARK SPECIALIST ACADEMY**

### **JOB DESCRIPTION**

POST TITLE: Head of Care

RESPONSIBLE TO: Head of Safeguarding and Pastoral Care

GRADE: J

POSTHOLDER: TBC

### **MANAGEMENT RESPONSIBILITIES:**

1. Works alongside Head of School, Deputy Head and Business Manager on the strategic developments of the Academy.
2. To work with the Head of School, Deputy Head and Business Manager on the new developments supporting pupils across the County in line with the Trusts priorities. This may involve working with the Norwich Teaching School Alliance or Schools sponsored by the Academy.
3. To lead the care team in setting up and managing inclusion for students who are falling out of lessons during the school day. This may involve working one to one with students themselves or directing members of the care team to do so to ensure that these students do not fall behind in their educational entitlement during the day.
4. To chair weekly Support Staff Meetings and to ensure that all information from Friday's Meeting is disseminated to relevant staff teams..
5. To attend SLT Meetings and bring forward information from the Support Team.
6. To ensure that the new care staff roles and areas of responsibility are clearly understood through regular briefings with the Deputy Head of Care who will in turn cascade this information to the Senior Childcare Officers.
7. To contribute to the staff support and development programme for all childcare staff and to offer formal Supervision to members of the staff team as delineated in the Staff Support and Development Programme.

8. To maintain clear, effective and impartial communication between education, care and domestic staff, and the senior management team.
9. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
10. To be conversant with, and work towards fulfilling the Academy's aims and objectives as laid out in that policy document, ensuring that the Academy's philosophy, ethos, aims and objectives are reflected in its organisation and practice.
11. To liaise with staff of all disciplines as necessary to promote co-operation within the Academy and ensure minimum disruption to the smooth running of the establishment.
12. Working in a residential special Academy under the direction of the Deputy Head, being responsible for the strategic and operational management of the residential provision in the Academy and any outreach work provided by the care team.
13. To work alongside the senior staff in setting up and managing inclusion work during the school day for pupils who are removed from lessons. This may include managing a small classroom needing this type of support.
14. To ensure that the following take place:-
15. Senior Childcare Officer hold a shared responsibility for the following with specific duties held in rotation within the group
16. The general organisation and operation of the main site facility from the end of school
17. The general organisation and operation of Kett House
18. Where directed by the Deputy Head is responsible for the appropriate outreach in accordance with the Academy's outreach programme.

#### SPECIFIC RESPONSIBILITIES:

1. To ensure that the Deputy Head of Care are able to deliver the requirements for the Academy by working with their Senior Childcare Officers and Childcare Officers.

2. In liaison with the Deputy Head to plan and deliver a training and induction programme for Child Care Staff.
3. To have an overview of the time-tabling and deployment of child care staff and teachers undertaking additional duties to meet the particular demands of the pupils at various times.
4. To monitor and evaluate the Academy's work with families and all home/Academy liaison; especially to meet with parents as delineated in the Academy's referral and admission procedure, undertaking home visits where required, and to provide continual support and advice for Childcare Officers, Senior Childcare Officers and Deputy Heads of Care.
5. To monitor and evaluate the process of collation and submission of Individual Social Programmes and Review Reports to annual and six monthly review meetings for all pupils.
6. To monitor and evaluate the casework process.
7. To ensure pupil travel arrangements for weekends and holidays in liaison with the secretary are effectively organised.
8. To monitor and evaluate the recreational and social programmes provided for pupils across the 24-hour curriculum.
9. To monitor and evaluate the case co-ordinating role.
10. To hold overall responsibility for volunteers and students of child care/social work placed at the Academy for periods of practice or observation and liaise with the training establishments.
11. To be responsible for the co-ordination of all medical aspects of the running of the Academy with regard to pupils.
12. To be responsible for the management of the residential allowance including ordering, cataloguing and allocation of all social and recreational materials and equipment.
13. To monitor, evaluate and manage pocket money and activity money and their audit.
14. To liaise with the Business Manager with regard to all domestic arrangements affecting pupils.

15. To act as a named designated professional for Safeguarding and have knowledge of the currency of Safeguarding training and expertise across the staff team.
16. To undertake annual staff appraisals of all Deputy Heads of Care.
17. To be a member of the School Fund Committee and to deputise for the Deputy Head in Chairing these meetings when he is not available..
18. To be responsible for monitoring the Management roles of the Deputy Head of Care and Senior Care Staff and to work alongside the Deputy Head in revising these responsibilities where necessary so that they link with the education support they provide.
19. To be responsible for arranging the school photographs each year.
20. To be responsible for all documentation pertinent to the residential side of the Academy and to ensure that all Deputy Heads of Care keep their documentation up to date ready for presentation to Directors.
21. To ensure that the Academy's Handbook is updated 6 monthly and presented to the Directors.
22. To work alongside the Deputy Head by ensuring that care team are engaging in the school day and supporting pupils' social and emotional development in lessons. This will entail monitoring staff working with those students who find it difficult to maintain their place in the class room due to their level of disturbance. Where necessary this may involve removal of the student from the lesson and working on a one to one basis with that particular student until he is able to retake his place in the classroom.
23. To be the lead for improving parental engagement at the Academy.
24. To work with the Senior Child Care Officer in setting up events to engage parents with the school and to monitor their impact
25. To oversee the production of a weekly newsletter for the Academy.

#### GENERAL RESPONSIBILITIES:

1. To maintain good practice, be informed on current practice, and in liaison with the Deputy Head, implement changes in accordance with developments in the residential social work field.
2. To be fully conversant with the Deputy Head's role and responsibilities, and other areas of specialism within the Academy so as to be able to liaise and work effectively with colleagues.
3. To be conversant with the referral system for the placement of children at the Academy.
4. To have understand the Trust's position and how the Trustees and Consultants are involved with the Academy.
5. To lead a multi-disciplinary duty team and "sleep-in" as per rota.
6. Perform any other task that the Deputy Head may reasonably request.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The working week of 37 hours is an average figure and has been calculated to take account of the fact that employees in residential education establishments receive school holidays, rather than the period of annual leave prescribed in the national conditions of service.

#### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

#### OTHER REQUIREMENTS:

Full Driving Licence and therefore be able to transport pupils to their activities.