



**Linden Lodge  
School**

A Specialist Sensory & Physical College

## Job Description

### STATUS

**Job Title:** Senior Residential Childcare Manager  
**Accountable to:** Headteacher/ Head of Residential Care  
**Grade:** Scale 6 Points 18 - 20

### CONTEXT

The Senior Residential Childcare Manager is responsible for leading shifts and ensuring all staff members provide a safe, care and stable environment for the children and young people in their care.

Working closely with the Head of Residential Care, the postholder will assist in a senior capacity in the management of the Residential Department and ensure the provision of care fulfils the responsibility of the unit to meet the emotional, intellectual and social needs of the children and Young people are met.

The postholder will create a 'respectful culture and ethos within the unit in which the needs of the young people are paramount and where they are encouraged to develop, mature and achieve their full potential.

The Senior Residential Childcare Manager will act as a stable and consistent role model in the lives of the children and young people in their care over a short, medium and long-term basis and will be committed to achieving the best outcomes for the students within the unit.

### Professional Provision of Care

- Be responsible for the day-to-day organisation and management of residential staff.
- Act as a Line Manager for this group of staff and undertake the day to day supervision of their work.
- Oversee the provision of the direct day-to-day care of the children and young people and undertake supportive tasks and duties as required.
- Ensure school policy and procedures are followed to ensure that shifts are planned effectively, a full record of paperwork is maintained in relation to both the needs of the students and the staff group.
- Provide coaching and mentoring as required to individuals or groups of staff within the residential team.

- Set high standards of personal behaviour and professional conduct as an exemplar leader in all areas including (but not limited to) behaviour, punctuality, dress and attendance.
- Contribute to the development of the young people through the provision of a healthy lifestyle.
- Be sensitive to the needs of individual students and act as a role model for other staff to ensure those needs are met.
- Undertake sleeping-in duties when required.
- Set and ensure high standards throughout the unit in all areas including (but not limited to) hygiene, food preparation and record keeping
- Arrange continuing professional development (CPD) and training for residential staff, where necessary, including the coordination of arrangements for staff taking professional qualifications and that relevant INSET training and any other training deemed necessary is undertaken.
- Maintain proficiency in a range of behaviour management techniques/strategies including TeamTeach

### **Management Duties**

- Act as a senior member of the team supporting colleagues and providing advice and support as necessary.
- Have responsibility for the induction of new staff ensuring they meet all the required standards within the timeframes set out by the school policies.
- To play an active and positive role within staff meetings
- To be flexible and adaptable to ensure the needs of both the unit and the students are met
- Ensure a detailed communication of relevant information and developments is passed between each shift.
- To provide and participate in regular supervision in accordance with school policy and procedures.
- Assist the Headteacher/Head of Residential care with preparations for OFSTED.
- Work alongside the Headteacher and Head of Residential Care to implement any outcomes and recommendations from OFSTED within the appropriate timescales.
- Undertake regular performance management and line management duties for staff that they manage
- Assist in and oversee new admissions ensuring they settle into the routine of the unit and report

and observations or concerns to the Head of Residential Care/Headteacher.

- Play an active role in the monitoring of the effectiveness of Residential provision
- Communicate and liaise effectively with internal and external stakeholders involved in the provision of care and education for children and young people.
- Assess physical and emotional needs of students ensuring that staff meet those needs and concerns are reported and recorded appropriately.
- Play a leading and active role in the planning, preparation and evaluation of social and intellectual activities for the students
- Plan and evaluate the use of resources and equipment within the unit as required.
- Ensure medication is given in line with both student care plans and with school policy and procedures.

### **Care plans and Annual Reviews**

- Actively contribute (in a management role) to the formation, implementation and evaluation of care plans, reviews and risk assessments for students.
- To attend and participate in reviews when required ensuring any relevant paperwork/assessments are provided within the statutory timeframes.
- Submit verbal and written observations as appropriate to assist Senior Management where required

### **Personal Development**

- Be responsible for your own Continuing Professional Development
- Actively maintain and update knowledge of all aspects of care including any developments or changes in best practice

### **Other Duties**

- To participate in and take a lead role in projects around specific issues as instructed by the Head of Residential Care/Headteacher
- Undertake such other reasonable duties as may be required by the Headteacher or Head of Residential Care commensurate with the post and grade.

<i>Safeguarding</i>	<ul style="list-style-type: none"> <li>• Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together and Keeping children safe in education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</li> <li>• Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</li> <li>• Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</li> </ul>
<i>Leadership</i>	To work under overall supervision of the Headteacher, Head and Deputy Head of Residential Care
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Teaching and Learning in support role</i>	To undertake a planned programme of teaching and support as agreed with the Headteacher/Head of Residential Care
<i>Service and Self Review</i>	Participate in the Service's Self Review of performance Review methods of effective learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and pupils at all times
<i>Supporting other colleagues</i>	Take instruction and support colleagues and Management in the Residential Unit
<p><b>REVIEW</b></p> <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed in line with appraisal or earlier if necessary and may be amended at any time after consultation with you.</p>	