

Job Description

Care Staff

About Us

Mary Hare educates 250 profoundly deaf children at its residential school in Berkshire and we pride ourselves on our excellent achievements at both GCSE (pass rate 62% grades A*-C) and A Level (pass rate 97% grades A-E). We offer the opportunity to teach highly motivated children, in small classes, where you can make a real difference at this national centre of excellence for deaf education. No knowledge of sign language is required, as we follow an auditory/oral philosophy.

The school offers a holistic approach to care and this involves carrying school work into out-of-school life. This involves communication with all professionals that work within both the senior and primary schools. These can be teachers, classroom assistants, audiologists, nurses, speech therapists and specialists from cochlear implant teams, social workers etc but most importantly care staff will have a good communication link with parents, especially those of their key children.

The Role

We employ professional care staff to care for children and young people outside the school day. As a residential school we believe that Mary Hare should be a caring community meeting the various needs of the young people in our care. All staff have a shared responsibility for the safeguarding, wellbeing and education of the pupils.

Care staff must seek to develop a good relationship with all pupils in their care, however challenging. They should work together to create an environment which is safe, secure, stimulating and which supports their learning. Staff should also aim to prepare young people for the next stage in their lives, whether that is a change of residential house or leaving school.

Care staff work a shift pattern which varies depending on the house they work in. They must be prepared to undertake shift, sleep in duties and weekend work. Care Staff do not work during school holidays, but are required to work on the days that pupils return to the houses. Extra payment is made for sleeping-in duties and overtime. Staff are entitled to meals whilst at work. The contract allows for Care Staff to be required to work for an additional 7 days per year outside their normal rota. The Care Leadership Team will always attempt to negotiate suitable days, but staff are asked to show as much flexibility as possible if for example there is a particularly useful course or mandatory or whole school training (INSET days).

Staff are appointed to Mary Hare School and might be required to work in a different house, either for a fixed period or permanently. Whilst we would aim to consult staff, we have the right to make changes in the best interest of the pupils.

Care is subject to an annual Ofsted inspection. Care Staff are expected to do all they reasonably can to support their team in the inspection process, whether by ensuring best practice throughout the year or by contributing during the inspection itself, by meeting inspectors. For this to happen, staff will need to familiarise themselves with the National Minimum Standards for Residential Special Schools and with all the policies which emanate from them.

Safeguarding Children: Safer Recruitment and Selection Policy

Mary Hare is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff are required to adhere to the school code of conduct and ensure they have read school policies and Department for Education guidance such as Keeping Children Safe in Education.

Qualifications, Experience and Skills

No qualifications or experience is required although you are expected to work towards and complete an NVQ level 3 in Childcare. This is a mandatory requirement and must be completed within two years of commencing employment.

Previous experience of child care within a residential setting and any childcare qualifications are desirable.

General Duties

- To oversee the physical and emotional care of the pupils, including their physical health, diet, clothing, hygiene safety and emotional wellbeing, working with other staff where necessary,
- To undertake some domestic duties where necessary to the smooth running of the residential houses.
- As boarders are away from home, Care Staff should engage young people in conversations, either one-to-one or in groups, to chat about everything from their progress, interests, or what is happening in the news, but also to help them with any problems they are facing.
- To encourage and stimulate the physical, mental and emotional, growth of the young people, particularly by:
 - regular supervision of children outside of school hours,
 - Supporting pupils during prep time and liaising with teaching staff as required, assisting them with their studies where reasonably possible,
 - assisting in the organisation of outings and accompanying as required, including driving duties where possible,
 - participating in leisure activities as requested by the Clubs and Activities Co-ordinator and organising and supervising games and other activities,
 - providing an appropriate role model, always engaging with the young people as a professional and,
 - Overseeing and supervising mealtimes, encouraging healthy eating and social engagement amongst pupils and staff.
- To work closely with families by having regular communication with parents and carers, and by encouraging pupils to do the same.
- To attend relevant meetings, courses and conferences when requested, in work time and on some occasions by arrangement, outside of normal working hours.
- To ensure that all relevant documentation to do with a young person's progress is accurately recorded. Time between 9-10.30am during shift time is allocated for this.
- To communicate effectively with other care staff (including those on other sites), teaching staff, nurses, speech and language and audiology staff and, when deemed appropriate by Team Leaders or the Care Leadership Team, other relevant agencies.
- To understand and work in accordance with care policies.

- To attend regular supervision sessions and an annual performance development meeting with your line Manager.
- To promote equality and address any form of discrimination and actively promote harmonious relations in all areas of school life. To also seek to remove any barriers to access, participation and progression, attainment and achievement.
- To be available to attend training as required on school training days.
- To begin work on the Children's Workforce Development Council induction within 2 weeks of taking up post and complete within 6 months.
- To begin the Level 3 Diploma for the Children and Young People's Workforce within 3 months of confirmation of employment and complete within two years of commencement of employment.
- To undertake training to enable the administration of medication to pupils.

Essential attributes

- Ability to communicate with young people and professionals across the organisation
- Able to work under own initiative as well as part of a team
- Flexible attitude to work

Desirable Background

- Experience of working in a care environment
- Working within a school or further/higher education environment

Salary

Salary is NJC Point 24. Term time pay is for 37 term time weeks and in addition to this holiday entitlement as determined in your contract of employment; this is paid over 12 months.

Hours of work:

Shift pattern which equates to an average of 42 hours across a two-week shift pattern, for 37 weeks of the year (term time).

Holidays

This is a school term time only position.