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**JOB ADVERT**

**Position: Child Care Officer**

**Pay Scale/Spine Points: Scale 5, Spine Points 8-11**

**School: Ramsden Hall Academy**

**Required: 14 September 2021**

**Working Pattern: 32.75 hours per week, term time & inset days.**

We are looking for a dedicated, passionate and committed Child Care Officer to join our dedicated residential team. This post involves working 32.75 hours per week based on a shift rota, involving day & evening shifts. Day Shifts are: Monday to Friday 7.30am to 3.30pm and evening shifts: Monday to Thursday 2.30pm to 10.45pm. Sleeping in duties also apply to this post of which the NJC Sleeping-in Duty payment is payable. Due to the growing number of residential boarders/students, it is likely that the weekly hours of this role will increase to 40.75 hours per working week.

The purpose of the post is to provide a balanced 24-hour curriculum to meet individual and group needs. With a clear emphasis on stimulating through activity and learning, the role is varied and includes teaching life skills, the promotion of choice and independence, preparing for independent living, attending academy meetings and ensuring all care is delivered in line with Ofsted expectations, national minimum standards and academy policy and procedures. There is a strong emphasis on activities and learning outside the classroom to improve socially acceptable behaviour.

**Main Responsibilities**

The primary role of a Residential Child Care Officer is to support the students from the point of leaving school, during the evening and until the following morning when they go back off to school.

Once students arrive from school, staff support them by making healthy snacks, agreeing activities, talking about their day and encouraging the students to have a shower and change into clean clothes.

Staff encourage students to choose at least one physical activity which staff will support and get involved with. We then eat together at dinner time before going off for our second activity such as playing in the park, visiting the beach, playing on skateboards, playing board games, having a quiz or going to bowling/cinema/golf etc. Later in the evening we help with school work, watch TV or a film before the students are supported to go to bed after a story or chat before staff complete evening reports. In the morning staff wake the students to get ready and go off to breakfast ready for their school day.

Staff are expected to attend residential holidays when needed and undertake driving duties as required.

In addition, residential staff write and agree placement plans, risk assessments, activity rotas and review reports when required. During the school day staff support in the school for on call duties, activity events and training.

Throughout, staff participate in the general supervision of students, ensure that students adhere to acceptable standards of behaviour, give sensitive and effective care in a safe and supportive environment so that students enjoy a calm and relaxed group living experience.

**Candidates must have:**

* Proven experience of working with/caring for children and young people with SEMH.
* Ability to use MS Word and Excel and email.
* NVQ Level 3 in Child/Young Persons Care is strongly desirable or equivalent.
* Driving licence qualifications to drive a D1 mini bus is desirable
* With a current car driving license along with flexibility and willingness to use own car to transport students is essential.
* The ability to work as part of a highly effective team.
* Enthusiastic, reliable and committed. Possess energy, vigour, perseverance, and empathy.
* Ability to manage confidential data in a professional and sensitive way with an understanding of the Data Protection Act and GDPR.
* Adaptable and flexible to changing circumstances.
* Knowledge of school policies and procedures.
* Understand and implement the school’s behaviour management policy.
* Understand the importance of physical and emotional wellbeing.
* Demonstrate a clear commitment to develop and learn in the role.

**We can offer you:**

* A residential academy that is fully committed to nurturing the potential in all of our students
* A dedicated and supportive team
* Excellent CPD opportunities and regular training
* Access to Health Care services
* Staff Wellbeing group.
* A responsive and involved leadership team

To apply please complete the application forms, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> These must be fully completed and submitted to jquilter@ramsdenhall.org.uk by the closing date stated (unaccompanied CVs or third party application forms will not be accepted).

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Keston, Bromley and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

**Closing date for applications is Tuesday 31 August 2021, midnight, and interviews are likely to take place the following week.**