

Title of Post:	Head of House for Residential School.
Responsible to:	Head of Care, under the direction of the Headteacher
Responsible for:	Residential School staff on your allocated shift in the absence of Head of Care/Deputy Head of Care
Salary:	Scale Point 6. Actual Starting Salary £23,038.42 (£26,873 FTE)
Hours:	37 Hours Per Week, Monday – Friday Term Time only on a rotating shift pattern (below), including sleep-in duties (additional allowance paid).
	Week 1
	Mon - 13:30-22:00
	Tues - 06:30-14:30
	Wed - 13:30-22:00
	Thur- 06:30-14:30
	Fri - 06:30-12:30
	Week 2
	Mon - 13:30-22:00
	Tues - 13:30-22:00
	Wed - 06:30-14:30
	Thurs - 13:30-22:00
	Fri - 06:30 - 12:30

Principle duties and responsibilities:

- To understand and apply school policies in relation to health, safety and welfare, confidentiality, dress code and conflicts of interest.
- To attend appropriate meetings/trainings about individual pupils and/or matters affecting the general running of the residential school.
- To work with individual pupils or small groups of pupils in a variety of activities both on and off site.
- To provide appropriate support to pupils with severe, profound and multiple learning difficulties, autistic spectrum disorders, behavioural, communication, social, sensory and/or physical difficulties in a therapeutic manner.
- To understand specific learning needs and styles and to provide differentiated support to pupils individually and within a group.
- To establish positive relationships with pupils and parents.
- To participate in home visits where required with another member of Senior Staff.
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding (orally or through a tube), mobility etc.
- To carry out specific additional care tasks for individual pupils at the direction of a qualified member of staff and once full training has been given.
- To support our positive school ethos and Behaviour Management policies.
- To participate in the planning and evaluation of learning activities with the Head of Care/Deputy Head of Care, contributing to reports and records as required.

- To assist with the development and implementation of written reports, care plans and risk assessments on pupils as required.
- To support and help with the pupil's development in a residential environment liaising with parents and professionals from a range of agencies.
- To administer any prescribed medication under the direction of the School Nurse or other authorised residential staff.
- To undertake driving duties as required.
- To use whichever form of communication is being used by the pupils in the residential school.
- To respond to any emergency situation that arises, e.g casualty visits, absconders.
- To participate in Supervision.
- To monitor and record pupil responses and learning achievement.
- To operate, and as appropriate maintain specialist equipment.
- To carry out general housekeeping of the residential houses when required.
- To liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To assist with escorting pupils on off site activities.
- To assist pupils during physical activities e.g.: swimming,
- To undertake sleeping in duties as rotated.
- To take part in the residential school's performance management arrangements for support staff.
- To take responsibility, with support from key staff, for own professional development.
- To participate in Staff Training Days and external courses as may be required by the needs of the post and identified by the Head of Care
- To undertake any such duties as may be reasonably required having regard to the purpose grade of the post.