

CHILD CARE OFFICER  
PAY RANGE: £15,481.18 -  
£16,429.26 PA

# WELCOME TO PARALLEL LEARNING TRUST

A Special and Alternative Provision Multi-Academy Trust.

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.

 Park Campus  
Academy

 Ramsden Hall  
Academy

 Victory Park  
Academy

 Inspire  
Academy

 Sutton House  
Academy

 Kennington  
Park Academy

 Wandle Valley  
Academy

**Application Deadline:** Tuesday 31 August 2021, midnight.

All applications must be sent to [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) before the deadline. Any applications received after this time will not be considered.

Dear Applicant,

Thank you very much for viewing this recruitment pack. We are committed to providing a high quality service so that every child fulfills his potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

We are committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to email [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk).

Applications will only be accepted on the Academy's application form, please also complete the recruitment monitoring form. These can be found on the Academy's website <https://ramsdenhall.org.uk/careers/vacancies> or alternatively please contact Jane Quilter by email: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) or telephone: 01277 624580.

Completed applications should be returned to Jane Quilter, by the **Tuesday 31<sup>st</sup> August 2021, midnight**. Applications submitted on the academy's application form will only be considered. Please take care to complete the application form in full as incomplete applications will not be considered. Unaccompanied CVs or third party application forms will not be accepted. Please be aware that we reserve the right to call for interviews and appoint prior to the closing date.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

Potential applicants are warmly invited to visit the school or to contact us for an informal conversation, please contact Jane Quilter on telephone: 01277 624580 or by email on: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk).

We wish you all the best with your application.

Yours sincerely



**Mrs Emma Baker**  
Headteacher

**The opportunity:**

<b>Position:</b>	<b>Child Care Officer</b>
<b>Pay Scale/Spine Points:</b>	<b>Scale 5, Spine Points 8-11</b>
<b>School:</b>	<b>Ramsden Hall Academy</b>
<b>Required:</b>	<b>14 September 2021</b>
<b>Working Pattern:</b>	<b>32.75 hours per week, term time &amp; inset days.</b>

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 [jqulter@ramsdenhall.org.uk](mailto:jqulter@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.**

# MISSION AND PURPOSE

Ramsden Hall Academy is a day and residential provision for boys aged 11-16 located in Ramsden Heath, Billericay, Essex. Its students are drawn from a wide area of Essex, neighbouring London boroughs and unitary authorities. Its students have a wide range of social, emotional and mental health needs.

We believe that every student can have, and is entitled to, a positive future. We see potential in each of our students and our purpose is to help them to access it by supporting them to learn, to develop their skills, abilities and talents and to help them to manage themselves and their SEMH needs effectively and successfully. To view our mission statement please click [here](#).

## Vision

Working together we will:

- Meet our students social, emotional and mental health needs enabling them to thrive both in school and in the wider community;
- Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society;

## Values and Beliefs

Learning is our core purpose. We believe:

- Every child can achieve;
- Every student must make progress;
- Every member of the community matters;
- Everyone deserves a second chance;

## What we will do:

We will provide a safe secure environment where students are valued, respected, challenged and supported to achieve and make progress.

## Through our actions we will develop young people who are:

- Respectful of themselves, each other and the school
- Trustworthy, polite, honest and helpful
- Tolerant of others, open minded and without prejudice
- Resilient, determined and have a strong work ethic
- Responsible, independent and supportive of each other
- Empathetic, thoughtful, compassionate and caring
- Good communicators who equally good as leaders and team players
- Confident having both self-belief and high aspirations
- Good role models

# JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Child Care Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Residential</b>
<b>GRADE:</b>	<b>Scale 5, Spine Points 8-11</b>

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## PURPOSE OF THE POST

To join our dedicated care team in providing 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 outdoor pursuits and learning outside the classroom including camping, bush craft and survival skills courses alongside a vast range of high octane pursuits such as kayaking, sailing and mountain biking.

## MAIN RESPONSIBILITIES

- To work under direction with individual students on planned programmes of Social, Emotional and Mental Health development.
- To be actively involved in the Academy's recreational and social programme and engage individuals and groups of students in constructive, enterprising and socially extending range of leisure pursuits.
- To participate in the general supervision of students, ensure that they adhere to acceptable standards of behaviour, personal hygiene, tidiness and dress.
- To participate in the implementation of an agreed pattern of sensitive, effective care and control. To provide the children with a secure safe and stimulating environment conducive to physical emotional, educational and social development, so that students enjoy a calm and relaxed group living experience.
- To be responsible for the safety of children by exercising adequate control and supervision, particularly in relation to lunch and break-times and during the daytime, as required.
- To respond appropriately to the material, physical and emotional needs of students.
- To be responsible for a group of students in a 'key worker' capacity ensuring all relevant information is updated and correct.
- To escort students on visits as required.
- To administer any prescribed medication in accordance with the academy medication policy.
- To be involved in student placement plans.
- To play activity games with students e.g. football, basketball and hide and seek.
- To attend summer residential trips.

- To attend, as required, meetings about individual students and/or matters affecting the general running of the academy.
- To observe, advise and produce written reports on students, as required.
- To keep individual student records, as required.
- To undertake driving duties as required.
- To respond to any emergency situation that arises e.g. casualty visits, absconders.
- To participate in staff training days and external courses as may be required by the needs of the post and as identified by the Lead Residential Officer/Deputy Lead Residential Officer.
- To undertake such sleeping-in duties as may be determined by the needs of the academy. To undertake such other duties as may be reasonably required having regard to the purpose grade of the post.

## GENERAL

- To present a positive and enthusiastic attitude to working as part of the Academy team.
- To be a positive influence on the climate and culture of the Trust and lead by example at all times
- To be responsible for ensuring a high standard of quality and accuracy in all documents produced
- Model good business practice across the Trust
- Attend staff briefings/meetings where required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- To follow and comply with Academy policies and procedures.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Further information about the disclosure can be found at**

[www.disclosure.gov.uk](http://www.disclosure.gov.uk).

# PERSON SPECIFICATION

**POSITION:** Child Care Officer

**GRADE:** Scale 5, Spine Point 8-11

## **A. EXPERIENCE**

1. Proven record working with/caring for people with special needs.
2. Ability and proven record working with/caring for children and young people
3. Working in a residential setting, is not essential but desirable.

## **B. SKILLS, KNOWLEDGE ABILITIES**

4. Relevant legislations is essential (a willingness to learn about legislation)
5. The ability to work flexibly and sensitively with staff from a wide variety of disciplines and to work independently.
6. The ability to administer medication, including legislation relating to administration of medication.
7. First Aider, is desirable.
8. ICT skills using Word/Excel are essential. Proving working knowledge of using a behaviour management system is desirable.
9. Willingness to drive a small 9 seater mini bus with a current car driving license along with flexibility and willingness to use own car to transport students is essential.

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The Parallel Learning Trust was born from a philosophy that all children respond to high quality teaching and learning environments, whether they be mainstream, alternative or special settings.

10. Driving licence qualifications to drive a D1 mini bus is desirable.

11. Strong, clear communication skills both orally and in writing.

**C. QUALIFICATIONS**

12. NVQ Level 3 in Childcare/Young Persons is strongly desirable or equivalent.

13. Additional qualification in special educational needs/emotional and behavioural difficulties (desirable).

**D. APTITUDES – ESSENTIAL**

14. Personal impact and presence is essential within this role.

15. Ability to work shift work incorporating two day shifts during Monday to Friday (7.30am to 3.30pm) and three evening shifts Monday to Thursday (2.30pm to 10.45pm).

16. Adaptability to changing circumstances and new ideas

17. Energy, vigour and perseverance.

18. Enthusiasm.

19. Reliability and integrity

20. Commitment

21. Empathy.

