

# Heathlands School, St Albans

Required ASAP

## Lead Residential Support Worker

Heathlands is a special school for deaf children aged 3-18 set in beautiful grounds close to the city of St Albans. The residential sector caters for up to 20 weekly boarders and the provision has consistently gained outstanding Ofsted reports. Safeguarding is at the top of our agenda.

We are seeking a full time Lead Residential Support Worker. An NVQ3 in Child Care and experience of work in a residential setting would be advantageous. The ability to communicate in sign language is necessary.

This role is expected to work positively and constructively within a team, taking responsibility for the overall running of the department.

**Salary range H6/7: £27334 - £32076 (£14.17-£16.63 per hour) depending on qualifications and experience.**

**Hours: Monday 12noon – 10pm**

**Tuesday: 6.45am – 10am and 3.15pm – 10pm**

**Wednesday: 6.45am – 10am and 3.15pm – 10pm**

**Thursday: 6.45am – 10am and 3.15pm – 10pm**

**Friday: 6.45am – 10am**

Additional allowances are paid for sleep-in duties (average two sleep-in duties per week) which are undertaken on a rota basis. Currently £40 per night (sleep in) and between £620 - £660 per year for unsocial hours linked to your salary grade.

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check.

To apply for this position, please return your completed Application Form and Person Specification form to:

Co-Headteachers, Heathlands School, Heathlands Drive, St Albans, AL3 5AY.  
([head@heathlands.herts.sch.uk](mailto:head@heathlands.herts.sch.uk))

For an informal discussion please phone 01727 807807 to speak to Mrs Shields, Co-Headteacher or contact the school by email to arrange a facetime discussion.

All forms are available from our school website – [www.heathlands.herts.sch.uk](http://www.heathlands.herts.sch.uk).

**Closing date: Friday 30 August 2024 @ 12:00 noon**

Interview dates: 12.9.24 or 13.9.24

# **Job description for Lead Residential Support Worker**

**Grade H6/H7**

## **1. Purpose of the post**

To contribute to the internal organisation and management of Heath House working with Senior Leaders to implement school policies and quality child care practice

To ensure Heath House is operated efficiently in line with the National Minimum Standards and Ofsted requirements for Residential Special Schools

To fulfil the remit of Residential Support Worker

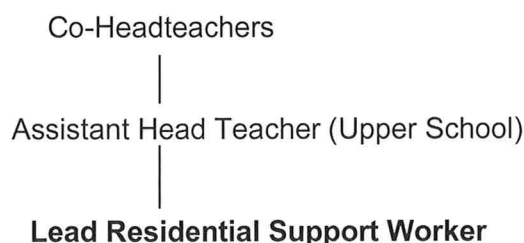
## **2. Main Areas of Responsibility**

**These responsibilities are in addition to those of a residential Support Worker**

- Ensure appropriate deployment of the residential care team in a safe and efficient manner ensuring pupils' needs are met.
- To ensure appropriate records are maintained of each shift including logs books, medical records, visitors' book, pupils off site, incidents and accidents
- To manage staff handovers.
- To undertake supervision and performance management of team members.
- To contribute to the School Development Plan.
- To ensure safe handover of residential pupils to teaching staff
- To ensure the residential staff team communicate effectively and share information with the teaching team
- To be consistently alert to issues of site security and complete the evening lock up routine
- To undertake a termly health and safety check of the premises ensuring any concerns re premises safety are promptly reported and action taken
- To ensure all bedding is regularly laundered
- To ensure basic supplies and resources are available e.g. medical supplies, play and art equipment.
- To promote and plan for constructive leisure pursuits for pupils
- To work with the independent visitor and independent listener to fulfil national minimum care standards.
- To demonstrate high professional standards and expect them of others.
- To contribute to the self-evaluation and development planning of Heath House
- Undertake any other reasonable request of the Co-Headteachers in line with the spirit of this job description
- Communicate effectively with all colleagues, pupils and parents in line with the School's Total Communication policy

- Ensure the safety of all pupils and the implementation of safeguarding policies and practices in Heath House

### 3. Organisational Structure



### 4. Supervision

The Lead Residential Support Worker will be line managed by the Co-Headteachers. Performance Management/Appraisal will be undertaken in line with statutory and school procedures.

### 5. Contacts

The Residential Shift Leader will have contacts with:

- Other members of the Residential Care Team
- Teachers and classroom support staff
- The school's leadership teams
- Other school staff including admin and maintenance
- Professionals from external agencies in social care/ pupil welfare
- Parents and Carers
- Colleagues in other schools

### 6. Knowledge, Experience and Training

- Relevant level 3 qualification in social care/ caring for children and young people
- An empathy with and understanding of the needs of school aged children.
- An appreciation of the difficulties caused by severe and profound hearing impairment.
- Experience of working with deaf children in a residential child care setting.
- BSL 2 with a commitment to achieve level 3
- The ability to guide and counsel deaf children.
- Experience in leading extra-curricular activities and supporting children's constructive use of leisure time.
- Qualification in first aid.
- Qualification in food hygiene
- Knowledge of child protection procedures.
- The ability to direct and manage colleagues
- The ability to identify development issues and contribute to action plans
- Awareness of health and safety issues and attention to detail
- Knowledge of minimum care standards and Ofsted requirements.