



**Royal School  
for the Deaf Derby**

### **Title of Role**

Head of House (Care Team)

### **Salary**

£27,269 gross pa

### **Working hours and pattern**

Monday	2.30pm – 10.45pm
Tuesday	3.00pm – 10.45pm
Wednesday	3.00pm – 10.45pm
Thursday	3.30pm – 10.45pm

Heads of House work 34 hours per week plus two sleep-ins followed by a breakfast shift as discussed and agreed with the Residence Lead

### **Line Management**

Responsible to: Residence Lead

### **Key relationships:**

- Residential Staff Team
- Health Lead
- Safeguarding Team
- Housekeeping Team
- Maintenance Team

### **Key Purpose:**

- To take overall responsibility for the care and welfare of children and young people in the allocated house
- To lead the house team in creating an environment where children and young people are healthy, happy, safe and achieving their targets on their pathway to adulthood.
- To work with the Residence Lead and wider care team maintain a high standard of care for children and young people that meets, and wherever possible, exceeds the National Minimum Care Standards for Residential Special Schools.

### **Main Duties and Responsibilities**

- To be responsible for the health, care and welfare of each young person in the house.
- To work with the Residence Lead to complete reports, records and staff rotas associated with the care of residential children and young people

- To organise House Meetings and give children and young people a voice in planning activities and making decisions about how their accommodation is organised and run.
- To organise and supervise activities as discussed and agreed with children and young people both on and off site.
- To take a share in key working responsibilities with other members of the Residential Team as discussed and agreed with the Residence Lead.
- To promote healthy living habits and encourage young people to make the best use of their free time
- To work as part of the residential team in cooking and serving meals for the children and young people in our care and for staff
- To administer medicines to children and young people (after completing appropriate training and assessment).
- To work with colleagues to provide two handed personal and intimate care as and when needed
- To follow school safeguarding policies and procedures and work with the Residence Lead to raise standards of care and support beyond the National Minimum Standards for Residential Special Schools.
- To work in partnership with school staff to develop BSL and English skills by encouraging children to read for pleasure and become confident in using both BSL and English.
- To become familiar with each child's Individual Health Care Plan, Individual Risk Assessment and Placement and Care Plan and align care practice with these documents.
- To share relevant information with colleagues in school as well as professionals from external agencies to ensure complete care and support for children and young people.
- To promote self-esteem and a positive sense of identity for all children and young people, respecting their preferences and outlooks in line with Equality and Diversity.
- To actively promote and monitor independent living skills through planned and assessed activities.
- To work with the Head of Residence and other Heads of House to ensure achievable target setting and support planning is in place and carried out for each individual young person.
- To assist children and young people with their homework and liaise with Teaching staff over any problems or issues children experience with their homework.
- To work with Head of Residence and fellow co-workers to maintain discipline and a zero tolerance of bullying and harassment.
- To be responsible for the presentation of the house and liaise with maintenance and housekeeping re maintenance and repairs.
- To liaise with parents and be their first point of contact should they wish to discuss any 'in-house' matters.
- To attend online pre-assessment meetings with the parents of prospective pupils in advance of their assessment visit
- To meet parents online ahead of EHCP reviews and complete annual review reports
- To undertake training and attend meetings as and when necessary

### **Additional Aspects of the Role**

- Residential care staff must value British Sign Language and English (written and spoken) equally, be committed to good working by Deaf/hearing teams and understand the importance of effective communication within the staff team
- Care staff must be prepared to keep up with policy and practice, and best practice for working in the children's workforce
- Care staff must be able to build positive relationships with children, young people, staff and parents. They must be able to work calmly and positively under pressure for the benefit of the household and behave in a professional manner at all times.

Experience	Essential	Desirable
Working with young people in a professional care setting	✓	
Working with young people who display challenging behaviour	✓	
Experience of Deaf people/community	✓	
Managing a team		✓
Writing and following care plans	✓	
Working in accordance with care standards	✓	
Experience of the Care Standards Inspection Regime	✓	

Knowledge	Essential	Desirable
Deaf Awareness	✓	
Knowledge of a range of strategies to effect behaviour changes in children and young people	✓	
Knowledge and experience of following safeguarding processes and procedures in line with Keeping Children Safe in Education	✓	
Equality and Diversity	✓	

Skills	Essential	Desirable
Excellent computer skills	✓	
To facilitate communication between Deaf and hearing people	✓	
Accurate record keeping	✓	
Good teamwork skills	✓	
Excellent time management	✓	
Reasonable standard of BSL	✓	
Ability to maintain self-motivation	✓	
	✓	

Qualities	Essential	Desirable
Ability to work with flexibility	✓	
Maintain and promote confidentiality	✓	
Good sense of humour	✓	
Empathetic	✓	
Able to work under pressure	✓	
Appropriate assertiveness and ability to negotiate with young people	✓	
Reliable	✓	

Qualifications	Essential	Desirable
Level 3 in Residential Childcare (or willing to start working towards as soon as possible)	✓	
GCSE English Grade 4 (C) or above	✓	
Level 3 BSL or willing to work towards	✓	

All applicants must have the physical and mental capacity to provide continuity of care at a high standard taking into account the school's obligations under the Equality Act 2010.