

Title of Role

Head of House (Care Team)

Salary

£29,071 gross pa

Working pattern

Monday	2.30pm – 10.45pm
Tuesday	3.00pm – 10.45pm
Wednesday	3.00pm – 10.45pm
Thursday	3.30pm – 10.45pm
Two sleep ins per week (days TBC) inc morning duties 7am – 8.30am	

This role is term time only 39 weeks per academic year.

Line Management

Responsible for: Supervision of Evening Co-Workers, Waking Night Care Workers

Responsible to: Residence Lead

Key relationships:

- Health Lead
- Primary, Secondary and Post-16 Leads
- Welfare Team
- Safeguarding Team
- Housekeeping Team
- Maintenance Team

Overview

Heads of House take overall responsibility for the quality of care provided to children and young people assigned to their house. They ensure children and young people receive a safe, nurturing, well-organised and high-quality residential experience. The postholder is responsible for leading the day-to-day running of the House, promoting safeguarding, welfare, routine, engagement and positive relationships, while ensuring that all care, supervision and residential practice support pupils' personal development and wellbeing.

Working closely with the Residence Lead and wider residential team, the Head of House is responsible for the effective coordination of staffing, routines, activities, records, reporting and communication within the House. The role requires a strong child-centred approach, excellent organisational skills, high professional standards and the ability to lead and support staff effectively to secure consistent, high-quality practice.

Primary Objectives

- To provide effective day-to-day leadership of the House, ensuring a safe, caring and well-organised home from home environment.
- To maintain, and wherever possible exceed the national minimum standards for residential special schools
- To support and develop staff through effective line management, supervision and performance management.
- To ensure children and young people have a meaningful voice in the planning and running of their house and activities.
- To maintain accurate reports, records and rotas in partnership with the Residence Lead.
- To ensure high standards of safeguarding, welfare, behaviour, routine and operational practice across the House.
- To promote positive relationships, independence and participation for all children and young people in the residential setting.

Key Responsibilities

1. Leadership of House Provision

- Provide effective leadership for the House, ensuring it is a safe, well-managed and supportive environment for children and young people.
- Support the Residence Lead in the implementation of residential routines, standards, expectations and procedures.
- Promote a positive House culture founded on respect, consistency, inclusion, wellbeing and high expectations.
- Ensure that the House operates in line with school policies, safeguarding requirements, residential standards and relevant statutory guidance.
- Take responsibility for the smooth organisation of daily House routines, evening provision and overnight provision where applicable.

2. Line Management of Staff

- Line manage designated residential staff, including evening co-workers and waking night staff, ensuring clarity of roles, accountability and performance expectations.
- Deliver one-to-one supervision and performance management sessions with evening co-workers and waking night staff in line with school procedures.
- Support staff induction, training, development and ongoing professional practice within the House team.
- Monitor staff performance, wellbeing and conduct, addressing concerns promptly and escalating issues where necessary.
- Work with the Residence Lead to allocate duties, manage staff rotas and ensure appropriate staffing cover across the House.

- Chair and/or take minutes for Residential Team Meetings as and when necessary.

3. Pupil Welfare, Care and Support

- Promote the health, care and welfare of each child and young person in line with their individual needs, plans and risk assessments.
- Ensure that personal care, health care and day-to-day support are delivered sensitively, safely and in a manner that respects dignity and privacy.
- Oversee the quality and consistency of key worker support, ensuring young people receive meaningful relationships and individualised care.
- Take responsibility for one-to-one key worker sessions with other members of the Residential Team as discussed and agreed with the Residence Lead.
- Support children and young people to build confidence, independence, resilience and self-esteem.
- Ensure that the voice of the child is actively promoted and that pupils are listened to, supported and involved in decisions affecting their lives.

4. Voice, Participation and House Community

- Organise House Meetings and provide children and young people with a meaningful voice in planning activities and making decisions about how their accommodation is organised and run.
- Promote participation, consultation and inclusion in House life so that children and young people feel heard, valued and empowered.
- Support a culture of shared responsibility, mutual respect and positive behaviour within the House community.
- Ensure that young people are encouraged to contribute ideas and influence the shape of House routines, activities and expectations.

5. Activities, Supervision and Enrichment

- Organise, risk assess and supervise activities, both on and off site, as discussed and agreed with children and young people.
- Ensure that all activities are purposeful, safe, inclusive and appropriate to the age, needs and interests of the young people.
- Promote opportunities that support social development, wellbeing, leisure, independence and enjoyment.
- Coordinate evening and residential activities to ensure they are well planned, adequately staffed and properly recorded.

6. Records, Reporting and Administration

- Work with the Residence Lead to create and complete reports, records and staff rotas associated with the care of residential children and young people.
- Maintain accurate and timely records relating to incidents, pupil welfare, activities, staffing, supervision and any other relevant House matters.
- Ensure that all documentation is completed in line with school systems, confidentiality requirements and statutory expectations.

- Contribute to handover notes, team updates and communication systems to support continuity of care and effective operation.

7. Safeguarding, Safety and Compliance

- Promote and safeguard the welfare of children and young people at all times, following all safeguarding policies, procedures and reporting routes.
- Maintain a strong awareness of health and safety, fire safety, emergency procedures and residential compliance requirements.
- Ensure that concerns, incidents, accidents, hazards and safeguarding matters are identified, recorded and escalated promptly and accurately.
- Model professional boundaries, confidentiality and safe working practice at all times.

8. Communication and Partnership Working

- Work collaboratively with the Residence Lead, residential staff and school colleagues to ensure consistent and coordinated provision.
- Communicate effectively with parents, carers, professionals and external agencies where required and authorised.
- Contribute to multi-agency working and information sharing in line with safeguarding and confidentiality requirements.
- Support effective handover processes to ensure continuity across shifts and services.

9. Other Aspects of the Role

- 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		✓
Food Hygiene		✓
Awareness of First Aid		✓
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
Ability to lead and manage others to improve the quality of a provision to children and young people	✓	
Demonstrates putting policy into practice	✓	
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 have challenging conversations, where appropriate, with colleagues	✓	
Ability to maintain self-motivation	✓	

Qualities	Essential	Desirable
Ability to work with flexibility	✓	
Ability to support colleagues	✓	
Ability to prioritise workload	✓	
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 and Maths Grade 4 (C) or above		✓
Level 3 BSL or willing to work towards this as soon as possible upon appointment	✓	
Level 2 Food Hygiene		✓
PROACT-SCIPr-UK®		✓
Fire Safety		✓
First Aid Certificate		✓

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.