



Wells Park School

## **JOB DESCRIPTION**

### **Child Care Officer**

**Grade:** Scale 5

**Responsible To:** Head of Care

**Liaison With:** Teaching Staff  
Other Staff at School  
Parents  
Outside Agencies, e.g. Doctors, Social Services

**Purpose of Job:** To work as a member of the Child Care Team in accordance with the school's policies, with responsibilities for tasks relating to the care and welfare of pupils, and specifically those within the keyworker's group.

#### **Main Responsibilities:**

1. To work as required, with individual pupils on planned programmes of social, emotional and behavioural development.
2. To be actively involved in the school's recreational and social programme and engage individuals and groups of pupils in constructive, enterprising and socially extending range of leisure pursuits.
3. The implementation of an agreed pattern of sensitive but 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 pupils enjoy a calm and relaxed group living experience.
4. 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.
5. To maintain the orderliness of the children's living and recreational areas and clean such areas in emergencies.
6. To perform any other tasks that the Headteacher or his appointed Deputy may reasonably require.



7. To be responsible for the training and counselling of pupils in personal and social competence, including relationships, health, hygiene, domestic etiquette, dress and safety.
8. To act as a 'keyworker' for a named group of children in the manner prescribed in the School Development Plan.
9. To escort pupils in visits to doctors, dentist, shopping trips, etc., as required.
10. To administer any prescribed medication in accordance with directions of the school doctor or other authorised member of the school staff.
11. To attend, as required, meetings about individual pupils and/or matters affecting the general running of the school.
12. To observe, advise and produce written reports on pupils, as required.
13. To keep individual pupil records, as required.
14. To undertake such sleeping-in duties as may be determined by the needs of the school.
15. To undertake driving duties, as required.
16. To respond to any emergency situation that arises, e.g. casualty visits, absconders.

The overall function of a Child Care Officer is to be immediately responsible for the care, welfare and leisure time activities of a group of children under the supervision and guidance of the Senior Management Team.

To maintain clear, effective and impartial communication between Education and Care staff and the Senior Management Team.

To monitor objectively the quality of relationships between pupils, between staff and pupils and between staff, with the constant aim of improvement.

To be conversant with and work towards, fulfilling the school's aims and objectives as laid out in that policy document.

Wells Park School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

(This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out above).



## **Child Care Officer**

### **Person Specification**

The ability to understand and empathise with children.

Experience of working with primary aged children.

A theoretical understanding of the origins of disturbed behaviour.

An understanding of how to manage children assertively without using dominance.

The ability to set appropriate boundaries for children.

A positive regard for children.

The ability to critically assess children's progress and to communicate this through the writing of reports.

The ability to work as part of a team.

The ability to solve problems.

The ability to take on board new ideas.

A sense of humour.

A clean driving licence with business use.

The capacity to physically manage children.

A commitment to personal and professional development.

The ability to communicate clearly with a variety of parents, professionals and agencies.

**It is recognised that candidates will be unlikely to be able to demonstrate all of the criteria in this specification.**