

JOB DESCRIPTION

POST TITLE: Residential Educator
RESPONSIBLE TO: Registered House Manager
SALARY RANGE: SCP 1 £15,108 – SCP 6 £17,199

Main Duties:

To provide high quality 24hr residential support for children with severe learning disabilities and compounded by extreme challenging behavior.

To assist in identifying and meeting the educational, social and emotional needs of each child by following procedures and policies as laid down in the company Key Policies and Procedures.

To be committed to improving the lives of the children and have a positive approach to behaviour management.

To deliver educational and care programmes

To work to a 24-hour rota, which includes early and late shifts, weekends, sleep-in duties and waking nights.

To work a flexible rota to take account of varying demands made upon different homes at different times.

To comply with the Care Standards Act 2000 & Child Protection procedures.

To complete all core and in-service training.

To work at all times under the Mission and Aims of Progress School and the Registered Homes Statement of Purpose.

The company is committed to achieving equality of opportunity both in the delivery of the service and in its employment arrangements. We expect all employees to understand and promote our policies in their work.

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist the company in implementing its general statement on health and safety.

Duties in the Home

- 1) To assist the Registered House Manager (RHM) in providing a supportive, homely, residential environment within a team of Residential Educators, keeping children safe.
- 2) To complete data on each child on the relevant forms provided.
- 3) To complete on a daily basis children and staff communication books in line with statutory guidelines and legislation.
- 4) To participate in preparing healthy nutritious meals following menus to meet the children's dietary needs and choice.
- 5) To keep the home clean and tidy by completing domestic tasks and encouraging children to participate, following their individual guidelines.

- 6) Following a probationary period of six months and after receiving the appropriate training administer prescribed and non-prescribed medication and preparations.
- 7) To encourage and help the children prepare for school.
- 8) To help the children work towards independence and develop life skills and experiences for the next stage of their life.
- 9) To participate in monthly team meetings.
- 10) To enable pupils to maintain as close as possible liaison with their parents, families and friends.
- 11) Employees who meet the criteria for approved drivers will be expected to drive company vehicles.

School Based Duties

- 1) To deliver individual pupils educational programs under the direction of the teachers.
- 2) To participate in all timetabled activities according to the needs of the individuals.
- 3) To complete the relevant data and records under the direction of the teachers and challenging behaviour.
- 4) To recognise the value of providing positive learning opportunities for each pupil.
- 5) Employees eligible to drive company vehicles will assist in driving pupils to and from school and other activities.

This Job Description is not exhaustive but should be seen as a general guide and does not preclude other tasks as directed by the House Manager.

“This organization is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment”.

PERSON SPECIFICATION
Residential Educator

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet all the essential criteria.

The final column indicates how the company will obtain the necessary information from you. Where this column says **Application Form** next to an **Essential** or **Desirable Criteria**, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from previous employment or any voluntary work you may have undertaken.

You will be required to provide the original certificate for a qualification which will be photocopied and returned to you.

Attributes	Essential (E) or Desirable (D)	To be identified from application form (AF), interview (I), certificates (C) & references (R)
<u>1. Education/qualifications</u>		
Must be numerate and literate	E	AF, I & C
NVQ Level 3 – Caring for Children and Young People	D	AF, I & C
<u>2. Experience</u>		
Experience of working with children or young people	D	AF, I & R
Experience of working with learning disabilities and challenging behavior.	D	AF, I & R
Experience of working in a residential setting	D	AF & I
<u>3. Knowledge/Skills/abilities</u>		
The ability to engage and support vulnerable people.	E	AF, I
Under the direction of the House Manager ensure National Minimum Standards (NMS), regulations and other relevant procedures and guidelines are both maintained and practiced within the home	E	AF, I
Have the ability to respond appropriately to challenging	E	AF, I

behaviour		
Able to support children and young people with their personal care needs incl toileting, bathing, dressing etc	E	AF, I
Demonstrate a genuine interest in supporting children and young people with severe learning disabilities and challenging behaviour	E	AF, I
Observe and record young peoples behaviour and complete all other relevant documentation in a clear and concise fashion.	E	AF, I
Able to work in a challenging and pressured environment		
Ability to work as part of a team	E	AF, I
Able to establish good working relationships with colleagues, families and various external agencies	E	AF, I
Full UK Driving license	E	AF, I
Able to maintain confidentiality at all times	D	AF, I
	E	AF, I
<u>Work Circumstances</u>		
To work evenings, weekends and bank holidays as the homes rota dictates.	E	AF, I
Undertake sleep-in duties as the rota dictates	E	AF, I
Be able to occasionally cover at short notice and be flexible	E	AF, I
All residential staff have to be physically able and fit enough to move about easily around the home and when necessary physically restrain the children.	E	AF, I

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