

Brantwood Specialist School

Job Description

Position:	Head of Care, Brantwood Specialist School (Rudolf Steiner Education)
Field of Practice:	Holistic Support and Care and Transformative Leadership (Field 5 and Field 7)
Post Reference No:	BSS00005
Grade:	10:11
Responsible to:	Head Teacher
Location:	Brantwood Specialist School, Sheffield

If you are interested in this role, please apply at:
<https://www.rmt.org/jobs/>

General Statement

The post holder will be expected to support and embrace, articulate and work with Ruskin Mill Trust's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Brantwood Specialist School.

The post holder will ensure that the Ruskin Mill Trust's paradigm of Biodynamic agriculture, Holistic care and support, Anthroposophical medicine and Practical Skills Therapeutic Education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School and Children's Home.

As the school and children's home is part of the collaborative provision of Ruskin Mill Trust, which consists of colleges, schools, children's homes and adult residential provision, the post holder will contribute to the whole life of the School, residential provision and wider Trust. Always remembering that our core purpose is to improve the education and care of the children and young people at each provision and s/he will be required to work collaboratively with the leaders of each provision.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students, students and adults.

Job Purpose

To lead and develop the children's home in accordance with the contemporary Rudolf Steiner school for children and young people with Autism and complex learning needs. This includes providing leadership which secures its success and

continuous improvement in accordance with statutory and Ofsted requirements and the vision, and method of Ruskin Mill Trust.

The post holder will be the 'Registered Manager' for the home as specified in The Children's Homes (England) Regulations 2015 and as such must meet the 'fitness' requirements stipulated within these regulations.

The post holder will be responsible and accountable for the leadership and management of Brantwood's children's residential provision, expansion of the provision and developing outstanding homes for children and young people in accordance with The Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes.

The Registered Manager will ensure that high levels of emotional, behavioural, therapeutic, physical (including sensory) and spiritual care, appropriate activities and homely and nurturing accommodation are planned, provided and delivered by all members of the residential team in order to achieve the best outcome for children and young people.

The post holder will be required to be a Deputy Designated Safeguarding Lead/Safeguarding Officer for the school.

In collaboration with the Head Teacher, and in accordance with the practices and procedures of the School, you will be responsible for creating and delivering a supportive, safe and effective residential provision within Brantwood Specialist School.

The post holder is to contribute to the whole life of the School, be a member of the Senior Leadership Team for Brantwood Specialist School, and will be required to fulfil duties commensurate with this position; always remembering that our core purpose is to improve the education and lives of the children and young people at the School.

The post holder will be required to carry out their duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

The post holder will operate in accordance with Ruskin Mill Trust and Brantwood's Policies and procedures, in accordance with current legislation and guidance.

Evening and weekend working will be required.

Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the School and Ruskin Mill Trust at all times.

Main Duties

1. To lead the residential team members and provide training, support, guidance and motivation as required.
2. To lead and direct the care and independence programmes for the students looked-after by the School: providing guidance and working creatively with the students where necessary.

3. To establish and monitor outstanding quality standards of care in line with Care Standards and the Schools vision, values and methods, and develop quality assurance measures to ensure these standards are maintained.
4. To identify needs in the residential area in relation to the overall needs of the School. It is important that the Head of Care understands how their area of responsibility contributes to School priorities and to the overall education and achievement of all students.
5. To support the policies and ethos of the School, as well as playing a major role in the development of these policies and practices with particular emphasis on those connected with residential students.
6. To ensure the residential provision offered by the School works in an effective and coherent way to produce outstanding outcomes for the young people looked-after by the School.
7. To work with the Admissions Team to ensure suitable placement plans are in place for all residential students.
8. To liaise with the Admissions Team to ensure that all residential team members are informed of the care requirements and strategies for each new residential pupil.
9. To work with the Headteacher to ensure that each young person has a plan which reflects his/her care, education, social, emotional, cultural, therapeutic and health needs and that this plan is regularly reviewed.
10. To allocate a Key Worker for each young person with the principal responsibility of implementing the childcare plan.
11. To ensure the residential area is fully prepared to receive residential students at the beginning of the term and, thereafter, is well presented, and that packing and unpacking causes minimum disruption to the School.
12. To oversee travel arrangements for residential students.
13. To assign students to rooms.
14. To be responsible for the production of progress reports for residential students.
15. To develop appropriate behaviour management strategies for residential students with regular liaison with the Head Teacher, and the wider safeguarding team.
16. To act as a link between all residential students and individual teachers.
17. To be responsible and account for residential students' personal money where applicable.
18. To have primary responsibility for the general well-being and safety of all residential students including the securing of the residential areas at night.
19. To effectively run the residential provision and be responsible for the residential budgets.
20. To organise the flexi residential provision and charges.

21. To liaise with all departments involved in the smooth running of the residential provision, e.g. finance, catering, cleaning, maintenance, medical, etc; ensuring good quality and variety of meals; clean and tidy presentation of communal areas; efficient use of rooms; appropriate programme of refurbishment etc.
22. To ensure the implementation of all necessary documentation including the restraint log book, sanction book, signing-out book and fire log, and to carry out fire practice with residential students.
23. To organise all residential duty rotas for weekdays and weekends and to ensure that cover is available when necessary.
24. To ensure that all residential routines are effective.
25. To plan, arrange and risk assess social and recreational events that support the School's vision values and methods.
26. To ensure residential staff representation at meetings and training days, and other relevant School events, and to ensure there is effective communication between residential and day time staff.
27. To liaise with all School staff, local authority staff, social workers, police, professionals, other organisations and parents and carers as required.
28. To liaise with the Safeguarding Officer over Child Protection concerns regarding residential students and ensure that unusual, complex or difficult situations are addressed and reported as required by the School's Safeguarding policy.
29. To oversee the child protection and safeguarding policies, procedures, practices and training; ensuring the School and staff meet all necessary duties and requirements.
30. To support the school by creating and participating in the Duty Management rota in an on-call status.

General

1. To share the School's commitment for promoting and safeguarding the welfare of children and young adults.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To follow and promote the Every Child Matters agenda.
4. To carry out the above duties in accordance with the School's Health and Safety Policy.
5. To actively support and promote equality and diversity throughout the School.
6. To work co-operatively with other staff within the School and any of its associated organisations.
7. To work with the students as and when required.
8. To comply with all the policies and procedures of the School.

9. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
10. To be responsible for the care of your working area and development for your working area.
11. To attend meetings and supervision as required.
12. To undertake training and development as required by the School and the Hiram Education and Research Team. To be committed to professional self-development, including continuing professional development through participation in-service training as necessary for the successful carrying out of the role.
13. To act in a positive and supportive manner at all times projecting a positive image of the School and their associated organisations.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
15. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.

Staff Management and Supervision

The Head of Care has direct staff responsibility for all residential staff and may be expected to support and guide other designated staff.

Liaison

To liaise with all staff employed within the School, Ruskin Mill Trust Residential Limited, Ruskin Mill Educational Trust, parents, students, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person specification

Position: Head of Care

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ 4/5 in Leadership and Management for Care Services, or equivalent 	<ul style="list-style-type: none"> Registered Social Worker Evidence of commitment to further professional development
Experience	<ul style="list-style-type: none"> Management of care staff and the care of children/young people in a residential care setting Working with children/young people with learning difficulties and/or learning disabilities and special education needs 	
Knowledge and understanding	<ul style="list-style-type: none"> Care standards within a care and educational setting and the policies and procedures that are required to manage within such an environment Issues faced by children/young people with learning difficulties and/or learning disabilities and special educational needs Appropriate behaviour management strategies Safeguarding issues 	<ul style="list-style-type: none"> Positive links necessary within school, with stakeholders and with other schools
Skills	<ul style="list-style-type: none"> Work autonomously using own initiative Lead and manage staff and build effective teams which recognize and value individual skills Develop and maintain positive relationships with students, colleagues, and others Excellent communicator at all levels: including with children, young people and colleagues Excellent time management and organisational skills, including an ability to plan and prioritize own and others' workload Maintain accurate, complete and timely records Resolve conflict between people 	<ul style="list-style-type: none"> Establishing and developing positive relationships with parents and the community Promoting the school's aims positively

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications and Trainings	Ruskin Mill Trust's Holistic Support and Care	Within first month of appointment	12 weeks
	RMT Senior Leadership Induction	6 months	6 months
	Seven Fields of Practice (Internal training)	First available opportunity	8 days over a period of 1 year
	Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	3 hours
	Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
	RMT Food and Nutrition Training	Within 3 months of commencing role	2 days
	Equality and Diversity	Within 2 months of commencing role	2 hours
	Safer Recruitment in Education	Within 3 months of commencing role	On-line training
	MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
	Craft / Research	As agreed with the line manager	1 day per week for a minimum of 3 months