



# Ochil Tower School

*living, learning and growing together*

## **Job Description: Residential Care Manager**

**Responsible to: Head of Care**

### **About Us**

Ochil Tower School is an independent residential and day school for children and young people with additional support needs. We are committed to promoting a nurturing, safe and fulfilling environment for the children and young people that we support. Our ethos is based upon a social pedagogy model and the purpose of the role is to recognise and build on the individual strengths of each pupil and use their interests to help them engage in their learning.

### **General Description**

Assisting the Head of Care with leadership and management for the delivery of a specialist residential service for pupils with additional support needs at Ochil Tower School in Auchterarder, taking on a visible and supportive leadership role. The post holder will have responsibility and accountability for the residential team and residential provision in the Head of Care's absence and will work collaboratively with the education team, parents and carers and a range of other partners so as to meet the needs of the children and young people.

The post holder will liaise with members of the school community primarily but will link in with other residential schools and with other external agencies to ensure that the service remains responsive to need, is professional in approach and in line with National Care Standards and Government initiatives regarding residential care for children and young people.

### **Key Responsibilities**

1. To support the day to day leadership and management of the residential team.
2. Develop and maintain a professional residential team to meet the needs of young people with special educational needs.
3. Ensure the delivery of quality, person-centred care.
4. Develop and maintaining appropriate links throughout the school and with external professionals.
5. Foster positive working relationships and communication between care and school staff.
6. Foster the well-being of all students within the school.

7. Promote a child centred approach to meeting children and young people's needs.
8. Quality Assurance and Improvement Planning ensuring the residential houses are performing and feedback is positive.
9. Staffing and supporting the House Coordinators with rota management.
10. Deliver services that improve outcomes for children and young people through:
  - Working with the education team to raise standards and improve student outcomes
  - Seeking out and acting on the views of young people
  - Demonstrating that Children's Rights are reflected in the way that we work with young people at Ochil Tower
  - Ensuring compliance with the National Care Standards
  - To be accountable for the smooth running of the houses where the young people reside at Ochil Tower and to work closely with Head of Care, House Co-Ordinators, staff and volunteers
  - To be on call as necessary, as part of a shared on-call system
  - To work some weekends and the occasional evening supporting the residential campus
11. Support the effective systems for:
  - Children and Young People's care plans
  - Safeguarding
  - Risk assessments for pupils and staff (where appropriate) in the residential setting
  - Distribution of workloads in the residential setting
  - Lead and Develop People motivate, inspire and support the team
  - Effective systems so that supervision and appraisal processes are in place for the residential team
  - Recording staff absence in the residential team
  - Appropriate monitoring and handling of medication
  - Monitoring of health and safety issues within the residential provision
  - Promotion of a learning environment within the team, which meets the staff development and training needs
  - Ensuring that all staff are informed of relevant research and developments in practice
  - Ensure that all staff have fair and equitable access to training
12. To have knowledge and understanding of the following areas:
  - Key working
  - Recording systems
  - Significant incidents and accidents
  - Complaints and concerns

- Ensuring that the residential provision is clean, tidy and fit for purpose
- Maintaining records and systems in preparation for inspection by our external inspectors (Care Inspectorate)
- To contribute to the school's self-evaluation process
- To be responsible for delivering outcomes related to the School Improvement Plan
- To contribute to writing and reviewing policies as directed by the Head of Care

### 13. Specific responsibility for:

- Children and Young people's health and medication administration policy
- Ochil Tower School's Safeguarding policy
- Maintaining quality standards and ensuring health and safety compliance
- Updating and maintaining care staff CPD records
- Playing a key role engaging with parents and/or carers of children and young people
- Being a part of a shared on call system
- Providing ongoing support and guidance to the 18-21 programme