



## Head of Care

Camphill School Aberdeen (CSA) is an independent charity offering education, care and therapy services for children and young people with additional support needs on a day and residential basis.

**Our Vision** - To be recognised as a centre of excellence where children and adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential.

**Our Mission** - To create a community where children and adults feel a sense of belonging, support and personal growth; a place where there is an inclusive, life-long learning culture with an integrated approach to health, education and care.

### **Purpose of the role:**

To lead and supervise the child and young people care provision in the school. To ensure that the residential staff work in liaison with educational and other teams to ensure an integrated and holistic approach to supporting the children and young people.

To uphold standards of the highest quality which reinforce the dignity and respect of the individual in an atmosphere that is warm, caring, stimulating and accepting.

To lead and manage all care staff with appropriate performance management procedures.

**Responsible to:** Executive Director

**Responsible for:** House Co-ordinators and all associated residential staff and volunteers

For more information, please visit our website  
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## Head of Care

**Governance and strategic direction:** Ensure that all care policies and practices reflect the school's commitment to the importance and value of the individual and ensure that all children and young people are treated with dignity and respect in an environment that demonstrates their importance and right to be treated as worthwhile individuals.

To have overall responsibility and accountability for the residential team and the residential provision.

### Leadership and Management

To provide leadership, supervision and support to all residential and support staff and others who directly report to the post, through them, to ensure that the same happens for those staff/volunteers they manage.

- Support all staff in understanding the needs of the young people and advise on the development of their care
- Ensure regular and effective involvement of parents keeping them appropriately informed of their child's progress
- Ensure care plans are effectively implemented and monitored
- Taking a lead role in presenting outcomes and views to external stakeholders projecting a positive image of the school
- Work in liaison with other members of the senior management team in ensuring the provision of care, health and social well-being of each student
- Develop and maintain a professional residential team to meet the needs of the young people in our care
- Promote a child centred approach to meeting young people's needs
- Ensure the school meets all its statutory duties in relation to the care of young people, safeguarding and child protection.
- Keep up to date with and respond to local and national developments in care in relation to children and young people.
- With specific reference to ongoing care practices, to advise, recommend, evaluate and determine procedures for policy making.
- To participate as a member of the Senior Management Team taking a lead role to present to staff and ensuring strategic direction of care provision.

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**Camphill School Aberdeen**  
Building Futures, Transforming Lives

### **Staff and resources:**

The Head of Care is responsible for the operational performance and effectiveness of their team. They will be responsible for ensuring that each member of their team understands where they fit into the team, the business and the community of CSA.

- Be responsible for the deployment and management of all care staff
- Arrange and lead departmental meetings and briefings on a regular basis
- To ensure that support and supervision sessions are being undertaken with all care staff
- Promote teamwork and motivate staff to ensure effective working relationships
- Advise on, contribute to, and where appropriate co-ordinate the professional development of staff to increase their effectiveness in responding to students
- To act as a role model, leading staff by example
- To oversee the recruitment and induction of care staff
- To ensure effective performance management and appraisals of care staff and to foster professional development across the school
- To deploy staff in such a manner as to make maximum use of their abilities in meeting the needs of the young people.
- To promote and encourage a learning environment within the team.
- To remain vigilant and do everything possible to protect children and others from any form of abuse. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

### **Health & Safety:**

- Have overall responsibility for the care provision whilst ensuring that all managers and staff are aware of their own roles and responsibilities for Health and Safety.
- Ensure that all activities are carried out safely, encouraging and supporting the pro-active use of risk assessments and staff awareness of them
- Co-operate at all times with employer requirements to ensure compliance with CSA's Health & Safety Policy and current legislation
- Inform the relevant person of any work situation which you consider represents a serious or imminent danger and any other shortcoming in protection arrangements for health and safety
- Member of the Health & Safety Core Group

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## **Integrity**

All staff/volunteers of CSA are expected to recognize that the everyday business of the organisation requires the highest level of personal integrity. Each manager has a personal responsibility to maintain confidentiality of all CSA Business and to uphold such confidences both in administering the business of the office and outside of the office.

## **Other:**

- Take responsibility for your own professional development and keep up to date with research and developments
- Set a good example to the young people you care for, the colleagues you lead, in your presentation and your personal conduct
- Undertake any other responsibilities as requested by the Executive Director
- Support and maintain the ethos of the school and its aims and values
- Follow all policies implemented by the school
- To prepare reports for the Board, SMT and Executive Director and other stakeholders as required



## Person Specification

**Qualifications:** Educated to degree level in a relevant subject

**Experience:**

**Essential:**

- Experience in a residential child care setting at a senior level.
- Experience of implementing and monitoring National care standards for residential special schools
- Extensive experience of managing, leading and supervising a team within a residential care environment.
- Experience of working with children with autism, learning disabilities and associated complex behaviours.
- Good communication skills including dealing with crisis situations.
- Ability to prioritise and delegate appropriately.

**Desirable:** Proven ability to adapt to a changing working environment with a flexible approach to working

**Knowledge:**

- Knowledge of relevant disorders and associated conditions affecting young people with additional learning needs
- Knowledge of all relevant aspects of Codes of Practice within care for special needs
- Knowledge of recognised positive approaches to working with challenging behaviours associated with learning disabilities
- Knowledge of safeguarding and child protection procedures
- Knowledge of key aspects of health and safety legislation



## Person Specification

### Skills:

- Understanding of and commitment to professional supervision
- Ability to develop positive relationships
- Ability to respond appropriately to emergency situations.
- Ability to work the hours required to fulfil the role effectively including some evenings, occasional weekends and on-call duties
- Ability to ensure that policies are translated into practice through effective management practice
- Ability to assess the performance of teams and individual staff and respond appropriately
- Ability to plan and chair meetings
- Ability to contribute to the assessment and planning of individual care plans for young people
- Ability to form and promote positive relationships with staff, young people's parents and other relevant people including external agencies
- Ability to work effectively as a member of the senior management team
- Ability to coach, mentor and deliver training to staff

*This job description is intended to provide a general statement of the major tasks and activities of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be asked to undertake any other such duties as may reasonably be required by you and that are broadly consistent with the job.*

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