

**OAKFIELD SCHOOL**

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>SERVICE AREA:</b>	Oakfield	<b>POSITION NO:</b>
<b>SECTION:</b>	Children & Young Peoples Services	<b>GRADE: 3</b>
<b>JOB TITLE:</b>	Assistant Child Care Officer	<b>DATE PREPARED:</b> February 2013
<b>JOB HOLDER:</b>		<b>REPORTING TO:</b> House Manager
<b>EVALUATION DATE:</b>		<b>JE NUMBER:</b>

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

**PURPOSE:**

To provide a high quality service to the students who attend Oakfield School. Oakfield School is an 80 place Day specialist provision that caters for students in years 5-11. The students who attend the school have SEN statements with social, emotional and behavioural difficulties as their primary SEN need. They display extremely challenging behaviour with associated social and emotional difficulties, which means that they have not managed education within a mainstream setting. Oakfield school has a residential provision for those who have more complex and challenging social, emotional and behavioural needs. The post of Assistant Child Care officer is primarily based within this provision.

**PRINCIPAL ACCOUNTABILITIES:**

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children and young people within the school
2.	To provide primary basic care and a nurturing environment To contribute to the normal development of the students to enable them to reach their fullest potential by providing a stimulating and varied lifestyle To create opportunities for social and leisure activities for the students as part of the care plan to improve social skills and improve behaviour by developing behaviour management strategies
3.	To be a positive role model for the students and encourage the student to develop meaningful relationships and to work alongside the student to help develop a sense of identity, self-worth and independence
4.	To enable students meet their personal care needs sensitively and appropriately, including personal hygiene, assistance with laundry and preparing meals and drinks

5.	<p>To take on the role of key worker. Responsibilities will include working with the student and their families to ensure that they are still part of the family unit, despite their residential placement.</p> <p>Contribute to and implement a student's care plans</p> <p>To help students to integrate into their school setting (this may include a mainstream setting) and social activities</p> <p>To work alongside therapists and other agencies involved with the student to enable effective integration of care and therapy.</p> <p>To talk and listen to students, and to observe their behaviour, and record significant features, ensuring that the information recorded is accurate and concise. This will include confidential information, some of which may be of a distressing nature.</p>
6.	<p>To work with firm and consistent boundaries in order to create a safe environment for the students</p> <p>To work effectively alongside shift partner and other staff team members to ensure the student develops in a caring and consistent environment. This will include sharing the practical activities necessary to maintain a home and to set high standards in homemaking and encouraging the students to actively contribute to the running of their own home to the expected high standards</p> <p>Participate in rotas, which may include day, evening, weekend and Bank Holiday working, sleeping-in duties at night and working outside the residential setting (i.e. in the school setting). To help cover the work of the whole school staff team during absence.</p>
7.	<p>To work within and promote the policies and procedures of Oakfield School, including the safeguarding policy. To maintain confidentiality about the students, the staff and the School as a whole.</p> <p>To report to your line manager or other appropriate persons, malpractice or evidence which may suggest it, in accordance with the safeguarding policy of Oakfield School.</p>
8.	<p>To participate and contribute to staff meetings. To attend staff development programmes, training courses, seminars and workshops as required. To commit to ongoing personal and professional development, especially in the areas of poor social, emotional and behaviour development and how to support students in enabling them to overcome and manage their difficulties. This includes training on how to identify signs of distress or abuse and to ensure the students are monitored and protected in incorporating it into their professional practise.</p>
9.	<p>The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school/Hull City Council, as your employer and you as an employee of the school. In addition to the Schools overall duties, the post holder has personal responsibility for their own health &amp; safety and that of other employees; additional and more specific responsibilities are identified in the School's H&amp;S policy. To follow health and safety procedures and participate in fire drills and to report any maintenance and repair tasks in the house, to the House Leader. To keep up-to-date with all issues relating to safeguarding. To have an update CRB and inform employer of any incidents which may affect their CRB</p>

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

**DIMENSIONS:****All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff: None**

**2. Responsibility for Customers/Clients: Yes** – The post holder will be a 'named person' and will work with children and their parents/carers

**3. Responsibility for Budgets: None**

**4. Responsibility for Physical Resources: Yes** – post holder will have a responsibility for handling confidential information which may be of a personal distressing nature.

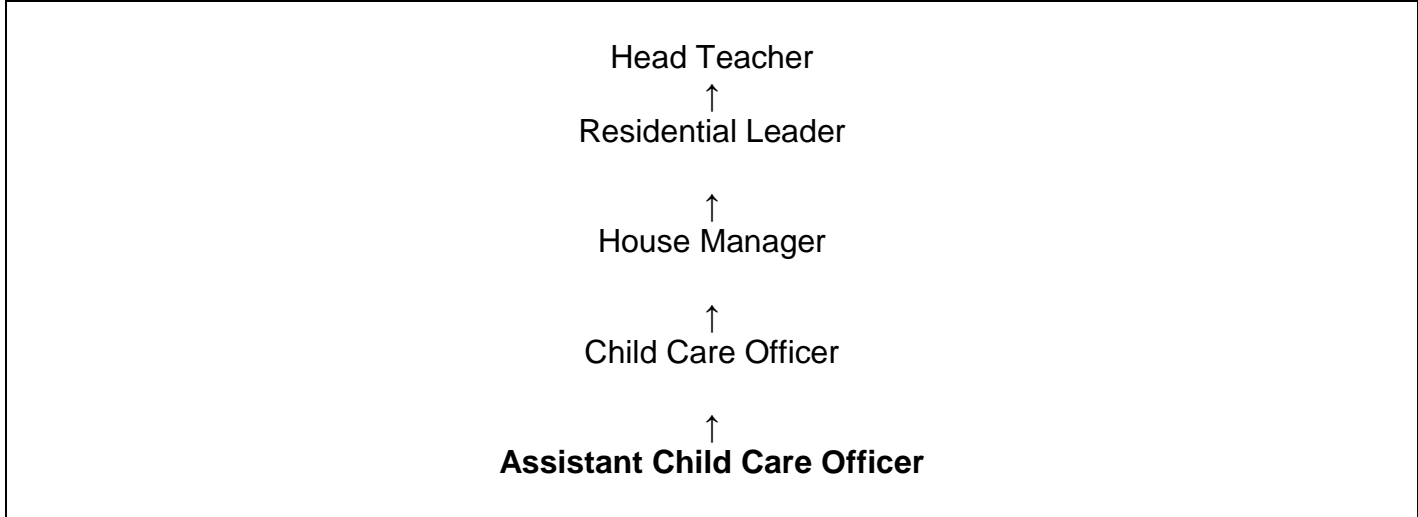
**WORKING RELATIONSHIPS:****All sections should be completed – if there aren't any state 'none'**

**1. Within the School/Service Area/Section: Yes All staff of Oakfield School**

**2. With Any Other School/Council Areas Yes** Head Teacher/ SLT, other agencies personnel who work with students

**3. With External Bodies to the School None**

**ORGANISATION CHART:**



	<i>Tick relevant level for each category</i>					<b>Supporting Information (if applicable)</b>	
	<b>Not applicable</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>		<b>Intense</b>
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).				x			The school is a day BESD special school with a residential provision. Students display behaviours which may require physical intervention
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			x				Exposure to verbal aggression, physical aggression and persistent disruptive behaviour from students
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.					x		The school is a day BESD special school with a residential provision. Students display behaviours which can cause distress and anxiety for the staff dealing with it.

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</p>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
		<b>1. Qualifications:</b>		
A formal qualification is not required on appointment but would be required to achieve NVQ level 2 (or equivalent) within two years of appointment	x		AF/CQ	
<b>2. Relevant Experience:</b>				
Awareness of a range of social care support needs of children with BESD		x	AF/I	
Understanding of care provision in either a paid/voluntary capacity (this can include care for friends/family members)	x		AF/I	
Some experience of safeguarding		x	AF/I	
<b>3. Skills (including thinking challenge/mental demands):</b>				
Motivation to work with children and young people.	x		AF	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	x		AF	
To be able to understand and cope with emergency situations		x	I	
To be able to cope with change and greet it in a professional manner with flexibility with the parameters of the job description.	x		AF	
<b>4. Knowledge:</b>				
A knowledge and commitment to safeguarding and promoting the welfare of children and young people	x		AF/R/I	
<b>5. Interpersonal/Communication Skills:</b>				
<b>Verbal Skills</b>				
Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people		x	AF/R	
To be able to follow instruction and guidance from line manager	x		R	
To be able to communicate effectively information relating to students to colleagues, parents/carers and other professionals	x		R	
<b>Written Skills</b>				
To be able to produce concise and accurate reports, contribute to daily records and provide written evidence in accordance with the policies of Oakfield School	x		AF/R	

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
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<b>6. Other:</b>				
	If there aren't any state 'none'			
	To have a valid driving licence		x	AF/CQ
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
<b>7.</b>	<b>Competencies/Professional Standards: (only include if have a competency scheme)</b>			
	The competencies listed below are <b>all</b> essential requirements for working at the School in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. <b>They are not required to be addressed in the candidate's application form.</b>			
	Leading forward		N/A	
	Improving services		N/A	
	Analysis and decision making		N/A	
	Making things happen		N/A	
	Communicating with impact		N/A	
	Collaboration		N/A	
	Developing self and others		N/A	
	A copy of the Competency Framework can be accessed via the School's website (insert reference)			
<b>8.</b>	<b>Additional Requirements:</b>			
	If there aren't any state 'none'		N/A	
			N/A	
			N/A	
<b>9.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau (if ticked as an essential requirement).		N/A	CRB Disclosure
	If the postholder requires a CRB disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF(after short listing)
	If the postholder does not require a CRB disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

**IF THIS IS A NEW OR CHANGED JOB THEN THE POST WILL NEED TO BE SUBJECT TO JOB EVALUATION**

**DISCLOSURE OF CRIMINAL RECORD**  
**Information Sheet**

<b>Level of Disclosure For Post</b>	<b>What Information the School Requires</b>
Declaration of unspent convictions	If you have a criminal record, you are required to provide, with your job application form, details of anything on your record which is unspent <sup>1</sup> under the Rehabilitation of Offenders Act.
Standard Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent<sup>1</sup> convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order<sup>2</sup> or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the School/Council obtaining a satisfactory<sup>3</sup> Standard Disclosure from the Criminal Records Bureau (CRB)<sup>4</sup>. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>
Enhanced Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent<sup>1</sup> convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order<sup>2</sup> or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory<sup>3</sup> Enhanced Disclosure from the Criminal Records Bureau (CRB)<sup>4</sup>. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>

## **Notes:**

- 1 The table at the end of this information sheet gives details of what is meant by "spent" and "unspent". If you are still unclear as to what information you should provide, please contact Employee Services for advice
- 2 If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The School/Council must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

- 3 In this context, "satisfactory" means containing no offences relevant to the post, which would render you unsuitable
- 4 The Criminal Records Bureau (CRB) is a Government agency which handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the CRB, including their Code of Practice, are available from their website at [www.crb.gov.uk](http://www.crb.gov.uk) or from: CRB, PO Box 91, Liverpool L69 2UH.

## **Government Department Lists**

The CRB's Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)

### **Obtaining A CRB Disclosure**

If you are offered the post, the Employee Services Recruitment team will let you know what needs to be done.

If a Standard or Enhanced Disclosure is required, you will be asked to sign a CRB Disclosure application form and to provide verification of your identity. You will receive a copy of the information the CRB discloses to the Council.

### **Costs**

The CRB charges a fee for each Disclosure. Where the Disclosure is required by the Council, the Council will pay the fee.



## SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

Sentence <sup>1</sup>	Rehabilitation Period People aged 17 or under when convicted	Rehabilitation Period People aged 18 or over when convicted
Prison sentences <sup>2</sup> of 6 months or less	3½ years	7 years
Prison sentences of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, probation <sup>3</sup> , community service/community punishment orders, combination orders <sup>4</sup> , action plan, drug treatment and testing and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period People aged 12,13 or 14 when convicted	Rehabilitation Period People aged 15,16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

Sentence	Rehabilitation period
Probation <sup>5</sup> , supervision, care order, conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

<sup>1</sup> Cautions, reprimands and final warnings become spent immediately

<sup>2</sup> Including suspended sentences, youth custody and detention in a young offender institution

<sup>3</sup> For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders

<sup>4</sup> Combination orders now called community punishment and rehabilitation orders

<sup>5</sup> For people convicted before 3.2.95