



Believe, Achieve, Succeed

Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a fixed term contract until 31/12/2018, with the likelihood of the term being extended or made permanent on NJC Terms and Conditions.

The school is at an exciting phase in its history. It has recently converted to an academy, being sponsored by Northern House School Academy Trust, which has a proud history of supporting all of its stakeholders, pupils and staff alike and the DFE have recently approved an application from the Trust to reopen the schools residential facility.

We are a small school where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported. I hope that along with our website and this job pack you will see a clear sense of what makes our school distinctive in an ever-changing world.

At this exciting juncture the school requires a committed, flexible, motivated and inspirational person in order to move this role forward and overcome the many challenges that all schools face, special and mainstream alike.

Applicants are asked to provide a completed application form (detailing any gaps in employment), a CV, accompanied by a covering letter of no more than 2 A4 pages, Arial Font 11.

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our school
- what can you offer in order to achieve our objective of having a good / outstanding school

If you would like more information, or if you would like a tour of the school, please get in touch. It is important for potential employees to fully understand our culture and ethos 'at work'. To arrange a visit please contact Andy Fisk (Head of Care and Guidance) on 0118 977 1293.

Senior Residential Project Worker

Northern House School (Wokingham)

Date: February 2018



I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application.

Yours faithfully,

Fran Pass
Head Teacher

Senior Residential Project Worker

Northern House School (Wokingham)

Date: February 2018

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Northern House School (Wokingham)

Our school motto is 'Believe, Achieve, Succeed' and nowhere can this be seen more than in our classrooms and the continued belief that this motto is for our staff and pupils alike.

We are blessed with children of many different age groups. Our school has an important role to play in the whole development of each individual student and is committed to equal opportunities for all.

Many of our pupils also have additional needs that include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) that require medication.

All pupils at Northern House School have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) and are admitted following close consultation with the referring local authorities.

Pupils are taught in groups of around eight by an allocated class teacher and assistant.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (Wokingham) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self-worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.

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Job Advert

Northern House School (Wokingham) is a school that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH). The school has a reputation for excellence.

We are looking for:

- An individual with a strong background of Residential SEND education, with high expectations of excellence
- An individual with excellent oral and written communication skills, who will inspire and develop their areas of responsibility
- Someone who has an open, caring and supportive approach with pupils, parents and carers
- A knowledgeable and skilful professional able to effectively manage their own performance
- Someone who can direct and inspire the highest possible standards

Northern House School will give you

- A caring and welcoming family atmosphere
- The ability to support positive relationships with pupils, parents, governors and the wider community
- A salary of £20,661 to £26,822 (pro – rata, i.e. the actual salary will be less than this due to it being a term time only position).
- Access to the LGPS Pension Scheme
- Following a successful probation period access to an array of some of the best discretionary employee benefits that any school or Trust offers
 - Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropractic
 - Employee Assistance Programme
 - Discounted Family Shopping Scheme
 - Assisted car leasing scheme through salary sacrifice
 - Multiple other salary sacrifice schemes.

Northern House School is a purpose built residential secondary and primary school for boys and girls, KS2, 3 and 4, who have experienced social, emotional and mental health issues as their primary special need. The range of additional specific complex needs with which the school is working is broad and includes young people with ADHD, Autistic Spectrum Conditions, Specific Learning Difficulties, Mild Learning Difficulties, Literacy Delay, Speech and Language difficulties, Social Interaction difficulties and communication interaction difficulties.

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Northern House School, delivers not only academic education through the school day but also social and emotional education and support for residential pupils. A holistic and multi-disciplinary approach is taken with regard to pupils specific difficulties. Northern House School employs specialists, consultants and therapists to address these. The school is able to provide a 24 hour care curriculum for residents, which means that more vulnerable pupils are constantly being guided and supported in achieving their targets through identified work, discussion, role modelling and activities with staff.

To Apply

Please download an application pack from our Trust's website (www.northernhouse.org.uk).

In your covering letter tell us:

- What has prepared you for this role?
- Why you want to join our Trust and school?
- What do you think you can bring to the school?
- Why skills do you think are required for a successful Senior Residential Project Worker?

Closing date is **16 February 2018 at 12.00 noon**

Interview date is **week beginning 19 February 2018**

Approximate start date is **February 2018**

Once you have completed your application please email akphilip-wok@northernhouse.org.uk.

Further Information

For a further discussion about the position please contact Fran Pass, Head Teacher, on 0118 9771293.

We would also encourage potential applicants to contact and visit the school prior to the closing date. To arrange a visit please contact Andy Fisk (Head of Care and Guidance) on 0118 977 1293.

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

Senior Residential Project Worker

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Safeguarding

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Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with the Chief Executive Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

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Job Title	Senior Residential Project Worker
Band/Job Group	Grade 5-6 depending on experience, SCP 22 – 25/ 26 - 30
Hours/Week	37 hours a week (Monday to Friday). Fixed term contract to 31/12/2018 which is likely to be extended or made permanent.
Special Conditions	Term Time Only
School	Northern House School (Wokingham)
Responsible to	The Head Teacher through the Leaders for Care

Job Summary

- Managing, inducting and supervising staff as appropriate.
- Ensuring the highest possible standards of physical, emotional, social and cultural care are maintained within the unit at all times.
- Creating an ethos where the needs of the individual pupils and the group are met, with the aim of encouraging individual responsibility for their actions.
- To create a strong safeguarding culture where children and young people are listened to, respected and involved in both the development of the unit and their education and care plans.
- Involvement in the continued assessment of pupils and the formulation of individual and group care programmes, in accordance with their needs and ensuring their implementation.
- Ensuring all administrative processes are professionally completed to the required standards through regular monitoring and file sign off.
- Ensuring that the fabric and furniture of the Unit and surrounding areas are kept in good order and that all damages and issues of health and safety are reported to the appropriate person.
- Involvement in the recruitment and selection of new staff members with the Head Teacher and Leader(s) for Care.
- Contributing to the development of high quality residential care in the academy trust.
- To be involved in the school development plan in relation to the residential provision.

Main Responsibilities

- Day to day management of the Unit, liaising with the Leader(s) for Care.
- The delegation and supervision/monitoring of individual cases specified workers for the purpose of collation and administration. Overseeing keyworking of young people and ensuring that all administrative tasks relating to this role are completed to the standards expected.
- Assessment, implementation and monitoring of Care / Placement Plans for all young people, ensuring these meet the requirements of the National Minimum Standards for Residential Special Schools (revised 2017) and reflect the individual young person's identified needs in line with their Statement of Special Educational Need / Education Health Care Plan.
- To have overall responsibility for the monitor and safe administration and storage of prescribed medication and house hold remedies, including monitoring of fridge temperatures.
- Keeping the Head of Care and all staff involved in the care of pupils fully informed of all unit matters.
- Organising, writing up and maintaining regular team and young people meetings, ensuring that relevant information is shared with Leader(s) for Care as appropriate.
- The Senior Project Worker will ensure that they provide an appropriate role model to their team when sharing information and leading practice within the unit.
- Sleep-in duties on a rota basis for which an agreed sum shall be paid.
- Ordering and monitoring food supplies and stores for the unit. Ensuring that all records are maintained to required standards.
- To ensure the residential staff follow the Health Schools agenda in the preparation of all



meals and snacks and that all food menus are recorded and filed appropriately.

- Providing formal, recorded supervision for the Shift Leader, Project Worker and Waking Night Project Worker on a planned basis, and informal supervision when appropriate. Appropriate information to be shared with the Leader(s) for Care.
- To implement and complete Annual Performance Agreements with team members and ensure that identified objectives are appropriate and monitored throughout the year.
- Ensuring good working relationships with all staff across different phases.
- Ensuring that all practice and policy reflects the requirements of the National Minimum Standards for Residential Special Schools revised (2017) by identifying any required changes and through active involvement in regular monitoring and review.
- Taking a lead role in preparation for Ofsted inspections and participate and support in the inspection process.
- To be responsible for appropriate delegation of these key responsibilities in your absence.

Unit Administration:

- Ensuring awareness of Northern House policies and procedures, and ensuring that staff are aware of changes in these.

General Requirements:

- Ensuring liaison with all professional colleagues as appropriate.
- Attend meetings as requested by the Head Teacher or Head of Care that involves the welfare of children and young people.
- Liaison with the Head of Education (Deputy and Assistant Head Teachers), in all matters of an educational nature.
- Providing a professional, supportive role model to all staff

General Responsibilities:

- Providing meaningful care and control for individuals and the group within the guidelines of Northern House School Behaviour and Discipline and Positive Handling Policies and for providing a written unit ethos.
- To keep the Designated Safeguarding Lead or the Deputy Safeguarding Leads fully apprised of any safeguarding and child protection concerns.
- To ensure safeguarding / child protection issues are appropriately recorded and handed over to the appropriate manager, in line with Northern House School's Safeguarding and Protecting Children Policy and procedures.
- Communication within the team is prioritised and end of shift hand overs are comprehensive.
- To ensure the Northern House School's Safeguarding and Protecting Children Policy is understood and implemented by all the staff team, including students, volunteers, and trainees.
- Supervision of the unit and its immediate environs. Keeping them clean and tidy at all times.
- Supervising clients involved in tidying and clearing up.
- Knowledge of specified clients/staffs' whereabouts at all times on duty.
- Ensuring, through liaison and delegation, the highest possible standard of care, individual personal hygiene and appearance of young people.
- Providing written, thorough, accurate and professional reports for reviews, case conferences and other meetings requested by Senior Staff. Ensuring that relevant actions identified at such meetings are implemented.
- Have an on-going awareness of plans re young people's leisure activities and that relevant parties have been informed and appropriate risk assessments, insurances and consents are in place

- Enabling young people to take part in regular activities of a religious nature, in a place of worship.
- To inform the Site Team of any faults or minor repairs required in the unit.
- Dressing appropriately at all times when on duty, and ensuring the staff do the same.
- Informing the Head and Deputy Head Teacher and Head of Care of any major breach of school discipline, i.e. absconding, damage to property, involvement with police etc. To ensure reports of such acts are appropriately recorded.
- Security of the unit, both day and night. All necessary precautions must be taken to affect efficient security and prevent heat/light loss.
- Familiarising themselves with the academy trust regulations and Northern House written school policy re use of vehicles and acting in accordance with them.
- Safety of young people's possessions in line with policy.
- Attending In House/Establishment Training as arranged unless it is agreed otherwise by the Head Teacher. To provide training for staff as required.
- Preparation, cooking and clearing up of meals within the unit. Supervision of young people involved in these activities ensuring that all food hygiene standards are maintained
- To participate in Behaviour Management Training and to manage the challenging behaviour of young people following the Team Teach approach at all times.
- To undertake all in-house training, as agreed by the Head Teacher and Head of Care, such as Food Hygiene, Safeguarding, Fire Safety
- To ensure an awareness of the school statement of purpose and the academy trust ethos and to review/discuss these on a regular basis in supervision/team meetings.
- To follow the Northern House School Staff Code of Conduct at all times and to ensure that staff team members do the same.
- To follow the Northern House trust wide Health & Safety policy and Local Rules and that staff team also meet these standards.
- To drive Northern House school vehicles as required to transport young people.
- Ensuring that record keeping is maintained to the required professional standards and that this is monitored regularly.
- Any other reasonable duty required by the Head Teacher.

Contribute to the ethos and priorities of the school

- Contribute to school improvement and development planning and promote the learning priorities of the School Improvement Plan (SIP).
- Contribute to the development and/or implementation of school policies.
- Promote the wider aspirations and value of the school.

Driving

- Ensure that any vehicle that is allocated to the post holder is kept in a clean condition, both externally and internally.
- Ensure that, at all times, vehicles driven are roadworthy and comply in all respects with the law. To report all faults in the prescribed manner and co-operate in ensuring that servicing, repairs and maintenance are carried out effectively.
- Maintain mileage and vehicle defect records and provide returns relating to the use of vehicles driven.

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It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties may be requested, as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives, commensurate with the post holder's salary grade, abilities and aptitudes. Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post holder must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Head Teacher

Signed..... Job Holder

Date.....

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Job Specification

Sickness Absence and Disability	<ul style="list-style-type: none"> • A good punctuality record. • A good awareness of impact of staff absence <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> • NVQ Level 3 / Diploma in Health and Social Care – Children and Young People (Essential) • Working knowledge of challenging behaviour within a residential setting (Essential) • Knowledge of basic child development and childcare practice (Essential) • Knowledge of Safeguarding / Child Protection procedures (Essential) • Recognised Social Work Qualifications eg Dip.S.W., CQSW., CSS., NVQ Level 4 – Management (Health & Social Care) (Desirable)
Experience (Essential)	<ul style="list-style-type: none"> • Extensive experience of managing within a residential setting • Experience of establishing and developing and managing teams • Experience of working with adolescents • Experience of working in a multi-cultural team • Experience of working with children whose behaviour can be challenging • Experience of timetabling • Experience of report writing for reviews, conferences and other meetings • Extensive experience in supervising and appraising staff
Abilities – both aptitudes and skills (Essential)	<ul style="list-style-type: none"> • Good communicator in both oral and written form. • Personal management skills • To provide an effective role model to both staff and young people • To have good IT skills. • Able to support or physically participate in behaviour management and physical restraint techniques.
Special Knowledge (Essential)	<ul style="list-style-type: none"> • An understanding of issues relating to children with SEMH, Autism and other needs.
Circumstances (Essential)	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working). • Willingness to work flexibly to meet the requirements of the post. • Ability to contribute to plan effective actions for pupils at risk of underachieving. • An ability to understand the principles of child development and learning processes and in particular barriers to learning. • Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration. • Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively • Ability and willingness to identify own training needs and

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	<p>participate in training and evaluate own learning.</p> <ul style="list-style-type: none"> • Must abide by Northern House No Smoking Policy. • Must be able to work shifts on a rota basis including unsocial hours and sleep-in duties as required. • Must be available to cover staff absence in emergencies when these occur. • This post is subject to a satisfactory pre-employment screening.
Disposition (Essential)	<ul style="list-style-type: none"> • Capable of carrying out restrictive physical interventions (RPIs) as per relevant school policies • Willingness to work in close partnership with staff, parents and other professionals. • Will make things happen, operates with resilience, flexibility and integrity. • Shares and listens to information, opinions and ideas, using a range of effective approaches. • Ability to motivate individuals to perform effectively. • Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Willingness to work in close partnership with staff, parents and other professionals. • Must be able to work effectively in stressful situations. • Must be able to motivate both staff and pupils. • Must be able to drive project vehicles and undertake transporting pupils as required. • Must be able to establish appropriate relationships with staff and pupils. • To be an effective, supportive and creative team player. • Empathy with children/parents who are experiencing difficulties. • Flexible approach to people and situations. • A sense of humour. • Confident.
Legal Requirements	Enhanced DBS Check for Regulated Activity
Written Application	Evidence of clear thinking about the role, educational philosophy and presentation of experience to meet the requirements of the post
References	Excellent and unequivocal