

**MOOR HOUSE SCHOOL & COLLEGE**  
**RESIDENTIAL CHILD CARE DEPARTMENT**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>WAKING NIGHT SUPERVISOR</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Residential Child Care Staff</b>
<b>HEAD OF DEPARTMENT:</b>	<b>Head of Residential Care</b>
<b>ULTIMATELY:</b>	<b>Principal</b>

**JOB SUMMARY**

To provide a high quality of care to residential students at Moor House School & College School, throughout the night.

It is a general requirement for all staff within the School, to work collaboratively with colleagues from all departments and with representatives from those external agencies with whom they come into contact as part of their duties.

It is a particular requirement to work collaboratively within a multidisciplinary team which may include staff in the departments of child care, medical support, occupational therapy, speech and language therapy and teaching. Collaborative working should be pupil centred, respecting and making use of each staff member's expertise. It is likely to involve (i) regular liaison and discussion; (ii) shared observation and assessment; (iii) the joint designing, recording and evaluation of an individual pupil's programme; (iv) multi-disciplinary working in the classrooms and groups elsewhere.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To observe and integrate within everyday practices the principles of the Children Act.
2. To promote a caring environment and the provision of a high standard of care.
3. Conduct hourly 'rounds' of the students dormitory areas.
4. Respond to Call Point alarms when triggered.

5. To maintain a nightly Log of the shift detailing responses to any alarm calls; students well-being; telephone calls received; any major alarms or incidents. Handover pertinent information to the oncoming senior member of staff.
- 6.. To assist in the planning and organising of students laundry – this is a secondary duty should the needs of a student/students require further input.
7. To work as part of a team under the direction of the Senior Residential Child Care Co-ordinator/HoD/DHoD.
8. To attend meetings, workshops, staff meetings, INSET (in Service Training) and other meetings as required and in accordance with your contractual details.
9. Familiarise yourself with students individual care plans, including medical plans.
10. Maintain records and contribute to reports as required.
11. Receive induction and participate in supervision and appraisal sessions.
12. Maintain high standards of safety and observe good practice in relation to health and safety issues.
13. To undertake basic sign language training.
14. To set standards of personal behaviour and professional conduct by personal example and encouragement.
15. To respect the confidential nature of the work.
16. Observe all school policies.
17. To receive handover from medical department staff on arrival.
18. To ensure that children acquire and maintain a high standard of behaviour, courtesy and politeness.
19. To undertake other duties as may be reasonably directed by the Residential Head of Care or the Principal.

I agree to the duties as stated herein.

Signed:

Dated: