

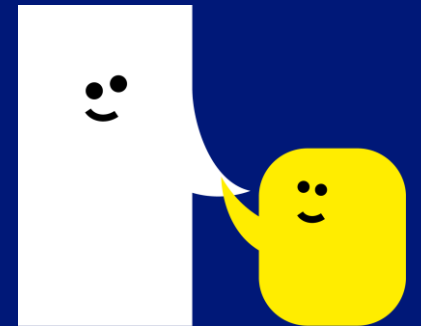
Deputy Residential Services Manager



Recruitment Pack
May 2024



A Speech and
Language UK school



About Dawn House



A Speech and
Language UK school

"Dawn House has been amazing – we've got our little boy back! He's made lots of friends, and he's understanding so much more."

Dawn House is set in a beautiful location with acres of well-maintained grounds. We pride ourselves as delivering outstanding, high quality integrated education, therapy, and care. You will work collaboratively as part of strong and supportive multi-disciplinary team of teachers, therapists, teaching assistants and residential care officers, with class groups, smaller groups and with individual children. To succeed we need people like you, who share our dedication and passion to contribute towards the successful futures of our young people.

Dawn House School is a non-maintained day and residential school for pupils aged between 5 – 19 years, who have severe and complex speech, language and communication challenges with associated learning and/or behavioural differences. The School received an 'Outstanding' rating from Ofsted in February 2018. The 96 pupils at Dawn House, a Speech and Language UK School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).



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About Speech and Language UK

**Speech and
Language UK** 
Changing young lives.

At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, our work and values go to our website <https://speechandlanguage.org.uk/> or follow-us @SpeechAndLangUK.

To find out more about Dawn House School and Speech & Language UK please visit www.dawnhouseschool.org.uk and [Speech and Language UK: Changing young lives](https://speechandlanguage.org.uk/)



Principal's Welcome

Our vision is to be an outstanding school providing a collaborative, child centred and innovative experience that enables our children to achieve ambitious goals and have endless opportunities. Communication is a fundamental life skill and good communication is key to ensuring children get the best start in life. Supporting speech and language development is at the heart of everything we do at Dawn House School. We give a voice to those that do not always have the words.

We are committed to integrating outstanding education and in-house therapy for all pupils in a highly specialist environment where their speech, language and communication needs do not prevent them from learning. We work hard to ensure that children receive an appropriate curriculum, are happy and engaged, and partake in a range of experiences. All of which is made possible by our hardworking and dedicated staff who work in partnership with parents to meet our children's holistic needs.

Our 'entry to exit' curriculum ensures that throughout their school career, children are preparing for life beyond our school gates and are supported to develop strategies that help them to overcome the barriers to their learning. We ensure that each of our pupils emerge as self-confident, independent individuals, able to manage their own learning and behaviour and equipped with the competencies, skills and strategies to take the next steps into further or higher education and the world of work.

Our students are impressive young people and we are extremely proud of their achievements and of our school. We are always happy to welcome visitors and to share our good practice.

Jenny McConnell
Principal



What we offer

Dawn House, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Salaries regularly benchmarked against market rates
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- Use of the swimming pool
- A comprehensive induction programme and opportunities to shadow therapists and other staff to gain a good understanding of different roles in school
- Continued professional development and training opportunities, and regular professional support
- Staff tea and toast breakfast catch-ups
- Good attendance perks, long service and employee of the month awards
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people



Job Description

JOB TITLE: Deputy Residential Services Manager

START DATE: Monday, 2nd September 2024

LOCATION: Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ

HOURS: 35 hours per week Plus 7 sleep ins per 4 weeks

WORKING WEEKS: Term Time plus one week during school closure period (40 weeks per year)

ANNUAL LEAVE: 6.22 weeks per holiday year during school closure periods

**Dawn
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Job Description

JOB TITLE:	Deputy Residential Manager
RESPONSIBLE TO:	Residential Services Manager
ACCOUNTABLE TO:	Principal
LIAISON WITH:	Classroom Teachers, Therapists, Teaching Assistants

JOB SUMMARY

Working collaboratively and contributing to the provision of high-quality residential care. To support pupils in developing their independence and social skills and in managing and taking responsibility for their own behaviour.

In the absence of the Residential Manager, the Deputy will be responsible for all aspects of the residential department creating a safe, stimulating, and nurturing environment. You will lead the residential staff to develop and run activities that are fun, whilst supporting skill development, ensuring the quality of care is maintained across all shifts.

PRINCIPLE DUTIES AND OVERALL RESPONSIBILITIES

- To deputise for the Residential Services Manager in their absence
- To support the Residential Services Manager in developing and maintaining the Residential provision
- To support the Residential Services Manager in managing the medical provision within the whole school
- To support with decision making in accordance with Speech and Language UK, Dawn House School, and Ofsted's expectations for the Residential provision on the school.
- To support the collaborative working between school and the Residential provision.
- To promote and safeguard the welfare of the children and young people.

Specific Responsibilities

- Plan, deliver and evaluate appropriate programs of childcare and activities, keeping accurate records of events and progress.
- Supporting in supervision and monitoring of all residential support workers ensuring effective assessment monitoring, planning, and evaluating for each residential boarder takes place.
- Demonstrate good child practices in own work with children to provide a model for other staff members.
- Support the implementation of plans which reflect the individual needs for each young person. Ensuring these are being carried out and evaluated.

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Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ | 01623 795361 | dawnhouse.org.uk | enquiries@dawnhouse.org.uk
Non-Maintained School | DfE No. 891/7022

Dawn House is a Speech and Language UK Services Ltd school (00890517), which is a wholly owned subsidiary of Speech and Language UK. Speech and Language UK is the operating name of I CAN Charity, a registered charity in England and Wales (210031) and Scotland (SC039947), which is a company limited by guarantee registered in England and Wales (00099629). Registered address: 17-21 Wenlock Road, London, N1 7GT.



- Assess individual needs to formulate Residential Care Plans and contribute to pupils' Annual Reviews and Individual Education/Learning Plans.
- Ensure completion of risk assessments in relation to individual pupils and activities/outings.
- Compile written reports as and when necessary.
- Maintain and develop clear and positive links between school and residential.
- Support in the overall responsibility for the residential provision during evenings and overnight per an on-call rota with or in absence of the Residential Services Manager.

Training Development & Supervision

- Be aware of the requirements of the National Minimum Standards for Residential Special Schools, and the inspection process. Remaining up to date with this information.
- Be aware of fire prevention, precaution systems (including fire drills and evacuation) and Health and Safety legislation.
- Understand the childcare legislation and the rights of children and young people on the provision of delivery of care and keeping up to date with the current legislation.
- Keep up to date with the developments in the provision of Residential Childcare by reading, discussion, attendance of courses.
- Participate in the professional development opportunities offered at Dawn House School, by receiving, and where appropriate, delivering training.
- Follow organisational guidelines in the provision of Residential Childcare in accordance with recent legislation, published guidance, and acknowledged good practice.
- Support with identifying training needs within the team.

General Responsibilities

- Be an active part of the school community, supporting wider school events e.g. Summer Fayre.
 - Contribute to the collaborative ethos and practices of the school, e.g. supporting with lunchtime and break time supervision, school trips as required.
 - Contribute to multi-disciplinary assessment offered to children and young people at Dawn House Scho
- Assist in the preparation of evening meals and breakfasts for pupils as and when required.
- To perform any reasonable task that the Residential Services Manager may ask from time.
 - Develop links with the local and wider community, other schools, recreational facilities, etc.
 - Assist and provide cover for colleagues as directed by your manager.

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- Refrain from acting in a manner that in any way endangers yourself, pupils, fellow employees, or the public.
- Ensure that all policies and procedures relating to the protection of children in Dawn House School and services are always followed.
- Avoid any behaviour that discriminates against your fellow employees, or potential employees.
- Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
- Behave in a manner, which ensure the security of Speech and Language UK property and resources.
- Safeguard at all times the confidentiality of information relating to children, staff and Speech and Language UK work.
- Abide by all relevant Dawn House and Speech and Language UK's Policies and Procedures.

The list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.

The job description is subject to regular review and appropriate modification.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 in Caring for Children & Young People, or equivalent. Evidence of sustained participation in relevant training. A willingness to undertake training if not completed NVQ Level 5 for Caring for Children & Young people, or equivalent. 	<ul style="list-style-type: none"> NVQ Level 4/5 in Caring for Children & Young People, or equivalent. First Aid Qualification (can be offered). Experience of leading or supporting INSET activities.
Experience	<ul style="list-style-type: none"> Significant experience in a residential child's care setting at a senior level. Experience and knowledge of behaviour management and physical interventions. Experience in a leadership/managerial role within Residence. Experience of carrying out supervisions, staff management and inductions. 	<ul style="list-style-type: none"> Experience of working with children with special education needs. Experience of working in an educational setting/ residential school. Experience of working in a multi-disciplinary setting. Experience of contributing to annual reviews. Experience of working in an education and/or residential school.
Skills and Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of Care Standards Act 2000 and current National Minimum Standards. Knowledge of procedures for safeguarding and protecting children and young people. Good communication and interpersonal skills. Ability to communicate effectively with pupils, colleagues, parents, and outside agencies. Ability to plan and develop programmes of child-care. Ability to write clearly and concisely. A willingness to learn and use sign supported English. Willingness to participate in staff training and development opportunity. Reliability. Ability to work effectively as part of a team and use own initiative. Commitment to safeguarding and promoting the welfare of children and young people. IT literate. 	<ul style="list-style-type: none"> Knowledge of SLCN, ASD, Aspergers, medical and sensory needs. Monitoring and analysing progress and outcomes to inform school improvement planning for boarders. Familiarity with a few relevant software programs. Experience of Ofsted inspections and supporting subsequent action planning. A progressive outlook that embraces means, reasons and opportunities to support development. Experience of person- centred planning in service delivery. An understanding of the legislation affecting children in residential establishments. An awareness of the impact of a Communication Disability on the lives of children and young people and their families. Full, clean driving licence. Willingness to drive a school vehicle.

Terms of Employment

Job Title:	Deputy Residential Services Manager
Start Date:	2 nd September 2024
Location:	Dawn House School, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
Annual Salary:	£28,767.51 (FTE: £32,365) to £30,223.44 (£34,003 FTE) dependant on experience plus sleep over allowance of £2,681.67 per annum.
Hours:	Full time (35 hours a week) plus 7 sleep ins per 4 weeks
Annual Leave:	6.22 weeks per holiday year during school closure periods
Disclosure & Barring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check.
Probation Period:	There is a 6 month probationary period for this post
Pension:	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%. Teachers will be enrolled onto the Teachers Pensions Scheme.
Life Assurance	Life cover for 4 x annual salary. Members of Teachers Pension have life insurance cover as part of that scheme.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance helpline and wellbeing resources.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and the School.
Bike Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work



How to Apply

To apply please send the completed application form to catherine.ingram@dawnhouse.org.uk by 12pm on **Monday, 3rd June 2024** Interviews will be held at Dawn House.

Informal enquiries about this post can be made to Niamh Ankers, Residential Services Manager on either email niamh.ankers@dawnhouse.org.uk or 01623 795361.

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. A copy of our Safeguarding policy can be found here: [c.2-schools-safeguarding-policy-2023-review-date-sept-2024.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com/c.2-schools-safeguarding-policy-2023-review-date-sept-2024.pdf)

All shortlisted candidates will be subject to an online search covering content that is in the public domain.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check.

Thank you for your interest and we look forward to hearing from you.



dawnhouse.org.uk

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