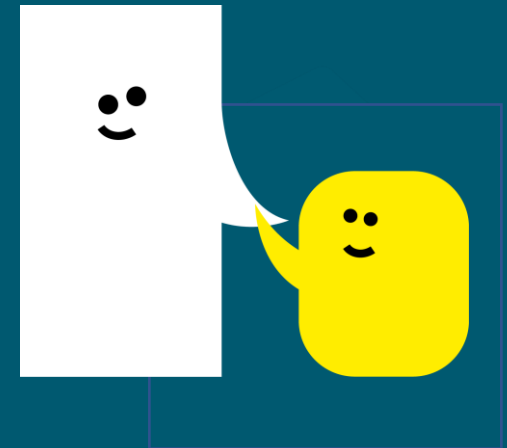


# Residential Childcare Officer

Recruitment Pack for Candidates  
February 2025



A Speech and  
Language UK school



## About Meath



A Speech and  
Language UK school

Meath, a Speech and Language UK School ([www.meathschool.org.uk](http://www.meathschool.org.uk)) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where Speech and/or Language Disorder and associated difficulties is the primary need, including children with high functioning Autism.

Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. “Pupils are happy and safe, and they enjoy being in school. They comment that ‘everyone can have friends here’.”

“The values of ‘talk, learn, grow’ are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators.”

“The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment.”



A Speech and  
Language UK school

# 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, its work and values go to or follow-us on Twitter @SpeechAndLangUK



# Principal's Welcome

It is with great pleasure that I welcome you to share the experience we have at Meath. We are a school dedicated to ensuring every child learns to communicate, gets a positive learning experience and feels a sense of belonging and security to be themselves and flourish by overcoming their barrier to learning. Our school is emersed in the total communication approach, so whatever the communication need, there is a way to get past it.

We at Meath, take great pride in the work we do and the progress we see of individual children. We believe that we open doors and support children to be strong independent communicators and learners. We offer a way to ensure they are heard and can give their valued voice and opinion by whatever means.

We want to prepare children for the next stage of their education and give them the tools to independently access the learning and education which will provide them with greater life choices and experiences. We want every child to **TALK, LEARN,** and **GROW,** we want them to 'talk' through any means possible, learn and empower them to grow as independent citizens. Our collaborative and immersive environment allows children to be effective communicators and learn various means to have their voice heard. We work as a multi-disciplinary team to ensure the best expertise is shared and taught so that we drive progress forward and ensure we are providing the most evidence-based approach to our practice.

*Majella Delaney*  
Principal

**“Meath School  
has been amazing  
– we’ve got our  
little boy back!  
He’s made lots of  
friends, and he’s  
understanding so  
much more.”**



# The Role

Thank you for your interest in becoming a Residential Childcare Officer at our Ofsted 'Outstanding' school in Surrey. We are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede.

We are a multi-disciplinary team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, Educational Psychologist and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and wellbeing.

As a Residential Care Officer your focus would be on providing a safe and caring environment while also offering opportunities for children to maximise their independence, develop confidence and essential life skills. You will play a vital role in providing high-quality care and support to children with complex speech and language challenges.

The ideal candidate will possess relevant childcare qualifications, experience working with special needs children, and a resilient, calm approach to challenging situations



# What we offer

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

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- 1 wellbeing day to be taken during term time each year
- A team of Mental Health First Aiders in school
- A supportive culture that aims to promote positive mental health and wellbeing of staff
- Life events celebrated
- Staff appreciation gestures throughout the year
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people
- 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
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support







# Job Description

JOB TITLE: Residential Childcare Officer

Contract Type: Permanent, Full Time Contract (39 hours per week, 39 weeks per year, all school holidays paid)

Working pattern: Shift working across the week; mornings and evenings

Salary: £27,404 - £28,792

Role Overview: As a Residential Child Care Officer you will encourage children to develop confidence, self-esteem and essential life skills. As part of our team, you will work hard to empower our young people, help them break through barriers and experience a range of varied opportunities and activities.



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## **Job Description**

<b>JOB TITLE:</b>	Residential Childcare Officer
<b>RESPONSIBLE TO:</b>	Residential Services Manager/Deputy Residential Services Manager
<b>RESPONSIBLE FOR:</b>	Assistant Childcare Officers/Volunteers
<b>ACCOUNTABLE TO:</b>	Residential Services Manager /Principal

### **Job Summary**

1. To work as part of a team in developing and maintaining the Residential Education Centre
2. To work collaboratively with Occupational Therapists
3. To work collaboratively with Speech and Language Therapists
4. To support development of programmes to provide the best outcomes for the children who use the Residential Education Centre and After School Clubs

### **Principle Duties and Responsibilities**

#### **Pupil Related Activities**

1. Adhere to national standards and guidelines relating to Professional Practice (Ofsted Minimum Standards in Residential Schools)
2. Be aware of and adhere to current legislation.
3. Be responsible for collecting own work statistics e.g. outcome measurements as required
4. Be responsible for a defined caseload in terms of assessment and differential diagnosis; delivering and evaluating programmes, contributing to ILT's, annual reviews, transition plans and EHCP's as appropriate.
5. Be responsible for administering eating and drinking skills programmes, working with SLT's where appropriate.
6. Be responsible for administering medication for pupils.
7. Be a reflective practitioner. Consider and evaluate innovative approaches to the management of pupils with speech, language and communication needs.
8. Seek second opinions, when necessary, according to school policy.





9. Disseminate skills, knowledge and experience through training and advice to other staff, parents and carers about individual pupils.
10. Liaise with staff (usually care staff) in other locations regarding individual pupils at transfer into and out of the school.

### **Residential Department**

1. Be responsible for a caseload of 6-7 pupils.
2. Be responsible for the day to day management of volunteers, monitoring work allocation as necessary.
3. Work with volunteers as appropriate allocating duties.
4. Contribute to children's personal development plans and target setting and contribute to the residential department input into appropriate curriculum areas.
5. Mentor newly recruited volunteers.
6. Plan and organise appropriate activities during out of school hours.
7. Plan and implement individual programmes.
8. Maintain a high standard of both physical and emotional care and help the pupils to achieve in their programme of life, social and emotional skills.
9. Be part of a multidisciplinary team with Teachers, Speech and Language Therapists, Occupational Therapists and Special Support Assistants and other Care Staff, taking part in the reviewing process
10. Work in collaboration with the O.T.A. to support any O.T. provision needed for individual children in the evenings
11. Be responsible for children's diets, clothing, pocket money and escorting to out of school activities
12. Form and maintain good, close and professional relationships with parents and other outside agencies
13. Maintain good communication throughout the school
14. To make sure all relevant risk assessments are in place in collaboration with the residential services manager.

### **School/Service**

1. Attend and contribute to staff meetings and insets.
2. Contribute to developing and sustaining an appropriate communication environment within the school.



3. Contribute to whole school development plan.
4. Learn and encourage Signed Supported English within the residential department.
5. To be a named Fire Marshall.

### **Organisation Wide**

1. Contribute to local and organisational audit and quality measurements.
2. Contribute to the development of effective collaborative working practice.
3. To act as an ambassador for Speech and Language UK, supporting and communicating the vision and goals of the organisation.

### **Personal Development**

1. Maintain an up-to-date knowledge of care standards and practice.
2. Develop and maintain knowledge and competency in working with pupils with Speech, Language and Communication needs.
3. Undertake relevant training and development, as required, including medical, behaviour management and child protection.
4. To maintain proficiency in Signed Supported English.
5. Participate and contribute to one's own performance appraisal and supervision sessions.

### **Additional Requirements**

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner that in any way endangers pupils, yourself, fellow employees or the public.
3. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's Services are followed at all times.
4. Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
5. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
6. Refrain from smoking in any area of Speech and Language UK's premises not designated as a smoking area.
7. Behave in a manner, which ensures the security of Speech and Language UK property and resources.



8. Abide by all relevant Speech and Language UK Policies and Procedures.

The list of duties and responsibilities is by no means exhaustive and the postholder 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

PERSON SPECIFICATION:	
Qualifications and training	Essential:
	L3 Diploma for the Children and Young People's Workforce or L3 Diploma in Residential Childcare
	Desirable:
	Good standard of general education
	Physical Intervention training
	First Aid qualification
Experience	Essential:
	Experience of working with children and young people
	Some experience either personally or professionally of special needs; residential childcare, young children
	Experience of following Safeguarding policies and procedures
	Desirable:
	Experience of working in a multi-disciplinary environment
	Experience of mentoring and supervising
Skills, Abilities and Competencies	Essential:
	Ability to set and monitor targets, including dynamic assessment
	Ability to write comprehensive, factual reports
	Emotional and physical resilience and able to engage in physically strenuous activity
	Ability to develop activities to support children's development
	Good communication skills and the ability to interact effectively with parents and carers
	A willingness to learn Signed Supported English Signed Speech System
	Ability to plan and deliver residential education programmes with a minimum of supervision
	Ability to assess and monitor residential education programmes
	Demonstrates Empathy
	Some awareness of impact of self on others.
	A supportive team player, with the ability to work effectively as part of a team and on own initiative to continually improve the residential education centre
	Ability to remain calm and make good decisions when dealing with challenging situations
	Understanding of how children learn through play and willingness to engage in play activities with the children
	Ability to use computer-based programmes
	Able to treat each child as an individual and support them to develop
	Able to travel to/from site including anti-social hours.
Desirable:	
Able to maintain consistent, fair boundaries	



	Use of Zones of Regulation to support emotional regulation
	Recognise own support needs
	Ability to support with medication needs of children
	Ability to write and follow risk assessments
Knowledge	Essential:
	Commitment to and understanding of safeguarding principles
	Commitment to learning, and willingness to participate in staff training and development opportunities
	Understanding of health and safety
	Desirable:
	Understanding of Speech, Language and Communication Needs
	Knowledge of National standards and frameworks
	Understanding of child development theories
	Understanding of the basic principles of behaviour management
	Understanding of the benefits of physical activity
	Basic understanding of Speech and Language Therapy, Occupational Therapy
	Basic understanding of eating and drinking difficulties
Other Factors	Essential:
	Flexibility of working hours including the ability to attend staff meetings and training
	Commitment to working directly with children
	Willingness to support with personal care needs
	Reliable and punctual
	Willingness to lead activities with the children
	Desirable
	Full, clean driving license and willingness to drive a school vehicle

## How to Apply

If you are interested in the position please contact Debbie Hanson, Residential Services Manager on 01932 872 302.

To apply please send a completed application form to [sbm@meathschool.org.uk](mailto:sbm@meathschool.org.uk). Interviews will be held at Meath School.

### **Closing date: 9am on Monday, 3 March 2025**

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff.

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

Please find details of our [safeguarding policy](#)

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

### **Accessibility Support:**

We are committed to ensuring that our recruitment process is accessible to everyone. If you require any adjustments or need to apply in a different format, please contact our People Team at [hr@speechandlanguage.org.uk](mailto:hr@speechandlanguage.org.uk) and we will be happy to assist you.

We are a Disability Confident Committed employer.

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





[meathschool.org.uk](http://meathschool.org.uk)

[Speechandlanguage.org.uk](http://Speechandlanguage.org.uk)

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