



**Abbey School**  
for Exceptional Children

# RECRUITMENT PACK

## Residential Team Leader Waking Nights Abbey Green

Abbey School

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## Welcome from the Principal

Welcome and thank you for your interest in Abbey School for Exceptional Children.

Our Independent day and residential school provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism whom may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II\* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr. Katy Lee



## About our School

Abbey School is an Independent Day and Residential Special School for young people aged 4-19 years with autism whom may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II\* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities. Weekly, half termly or termly residential school places are available for young people who would benefit from a waking day curriculum. We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

### Vision

Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

### Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

- Values
- Special educational needs and/or disability should not be a barrier to a valued lifestyle.
- Every pupil is a unique individual with potential.
- All children and young people without exception are entitled to access the best education and support available.
- Best practices in education are evidence-based.
- Teaching and learning decisions should be evidence-driven.
- Clear goals make data-based decisions more numerous and effective.
- Education is for everyone and for the whole of a person's life.
- Learning is enabling, empowering and extends the boundaries of autonomy.
- If a pupil is not learning, it is the teaching that needs to change – the learner is always right.
- The pupil voice should be heard and respected.

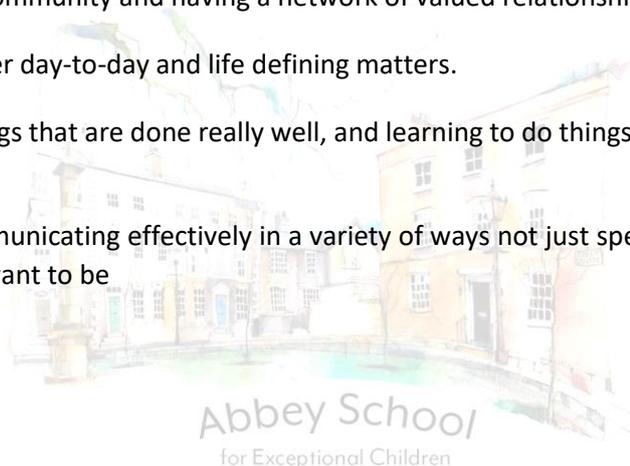
Every decision we make is framed in the context of the Abbey School **BAGS** model.

**B** – Belonging and connection – being part of a community and having a network of valued relationships.

**A** – Autonomy and control – having influence over day-to-day and life defining matters.

**G** – Gifts and talents – doing even better the things that are done really well, and learning to do things that are important but may not be done at all.

**S** – Speaking, listening and a sense of self – communicating effectively in a variety of ways not just speech, and having an identity that defines who I really want to be



## Job Description & Person Specification

<b>Job Title</b>	Team Leader Waking Nights	<b>Employer</b>	Abbey School
<b>Starting Salary</b>	£31,350 - £36, 950	<b>Reporting to</b>	Residential Care Manager Deputy Residential Care Manager
<b>Working Hours</b>	Average 35 hours per week 70 hours over 2-week Rota (40 hours Week 1 = 4 nights , 30 hours week 2 =3 nights)  Total nights worked across the 41 weeks would be approximately 135 night shifts	<b>Line Manages</b>	Waking Watch Night staff

As a Team Leader Waking nights In Abbey Green you will have a role in the maintenance and development of a safe and secure holistic caring environment where our young people can thrive and engage. The aim is fulfil the Abbey Green key Principles.

- To be child centred, focusing on improvements in Quality of Life in all our work.
- To provide high standards of care in a safe, nurturing, and happy environment
- Creating Family values: Parents as Partners
- To have supportive, trusting relationships with staff, to develop Physical development through opportunities
- Social development through Play
- Emotional awareness via expression of feelings and self-awareness
- Cognitive development – via understanding the ways young people develop and communicate their individual needs and choices.
- To recognise our young people as individuals
- Pupil voice: for our young people to be heard

In order to fulfil these principles, it is important that all staff adhere to all policies and guidance. Team Leaders forms a large part of the team; therefore, it is essential that you can work be effective as part of a team, whilst also leading the team of night staff. It is key to respect and maintain the confidential nature of the work.

It is important that you can establish positive relationships with young people based on confidence, trust, understanding and mutual respect, whilst setting a good example. We are looking for staff who can be a positive role model, whilst participating enthusiastically in activities.

### **Role Purpose**

Each house functions as a family unit. Pupils are supported by a highly skilled and well qualified team of residential care staff with relevant social care qualifications. The team comprises a home manager, deputy residential care manager, team leaders, senior residential support workers, Residential support workers and waking watch staff. All our young people are one to one supported during the daytime and on a ratio

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of 1 to 4 young people during the sleeping hours/. This high ratio of residential staff facilitates the bespoke work we do to support the complex needs. Waking-night staff supports pupils throughout the night. The residential care teamwork in close partnership throughout the academic year with school staff and with families to ensure our pupils can enjoy a safe and nurturing environment. The role of Team Leader Waking watch would be to fully support the daily needs of our young people to deliver the highest quality of Care to those who reside in Abbey Green Residential Setting between the hours of 9:45pm and 7:45 am.

## **Responsibilities and Role**

The function of Abbey Green is to create a safe, caring and nurturing environment for resident young people which promotes the school's focus on enhancing Quality of Life through the Abbey School BAGS model (Belonging and connection, Autonomy and control, Gifts and talents, Speaking listening and sense of self). You will lead the residential staff team to have a specific focus on preparing young people for adult life and will work closely with parents and families to ensure that each young person's support needs are fully met. As a team leader of the waking watch team, you will play a role in the establishment, maintenance and development of the environment and climate of the Home, thus providing young people with a calm and relaxed living experience. Our aim to give our young people the best quality of life experiences and support them to be emotionally secure, happy and positive outcomes.

During your induction you will become fully conversant with the Abbey School/Abbey Greens Common philosophy and policies. You must be able to respect and maintain the confidential nature of the work.

## **Promotion of Good Child Care Practice**

It is vital that our young people received Outstanding level of care. Ensuring that Safeguarding is 'Outstanding' within the residential provision. The day-to-day supervision and guidance of staff regarding standards of care in line with the National Minimum Care Standards for Residential Special Schools and the wider implications of guidelines, procedures, instructions and policies, e.g. health care, children's rights, child care law, etc.

Being part of the Abbey Green Team requires that you demonstrate good child practices in own direct work with children to provide a model for other staff members. You will be responsible for compiling reports, managing challenging behaviour and liaise with the day staff team Leaders replicating the good work that they do to run happy home. You will need to establish good relationships with the children and young people based on confidence, trust, understanding and mutual respect, you will need to have good English skills and be able to compile written reports as and when necessary.

A key part of your role will be to actively seek the views and opinions of children and provide a platform for pupil voice in line with their preferred method of communication. You will be responsibility for the safe supervision of young people by exercising adequate control, management of sleep patterns, following the house systems whilst always maintaining the agreed staffing ratios.

## **Administrative Tasks**

- To participate in the Abbey Greens staff Development Program
- To attend staff meetings when requested with the residential leadership team
- To be involved in the induction Program, both your own and supporting colleagues on night shifts
- To record the young people's movements in line with Abbey Green procedures.
- To complete young person's case notes daily, before the end of the shift and inline the policy.

## **Partnership Working**

- Be involved with residential special schools locally and nationally, both to observe good practice and use evidence-based work to best inform childcare practice.
- Work with the day staff to ensure that collaboration offers the best care and support for the children and young people.

## **Professional development**

- Commitment to developing a clear knowledge of the Abbey School Model (ASM) and the evidence-based approaches that underpin it.
- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- To be responsible for identifying your own areas of training needs

## **Common Accountabilities and Dimensions within all Roles**

- Demonstrate the vision and values of Abbey School in everyday practice, upholding the schools' ethos at all times.
- Actively contribute to the culture of Abbey Green as a learning/holistic organisation.
- Be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- Be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- Be responsible for ensuring that your own responsibilities and accountabilities are clearly defined and understood and for managing your work and working proactively with your manager to that end.
- Be responsible for the health and safety of others (Using proactive and reactive approaches. This may include using positive handling techniques such as Team Teach.
- Uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.
- Support pupils with intimate care (such as toileting, nappy changing, dressing and feeding) provide support to pupils with medical conditions and the administration or medicine as required by the needs of the pupils.
- Ensure that any personal care offered to pupils maintains their dignity, promote their independence and account of all relevant policies.
- Manage, support and record all incidents of challenging behaviour inline with the Abbey School/The green systems.
- Be responsible for ensuring that personal use of resources is efficient and effective and actively upholds Abbey School's policies.
- Commitment to promoting equality and diversity through assuming personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- Support the Principal and Senior Leadership Team in managing and organising Abbey Green efficiently and effectively to ensure it meets the needs of all site users, including pupils, staff, parents and visitors and supports effective teaching, learning and support.
- To Lead and manage the waking watch staff team, deliver training as required, support waking watch staff to gain qualification Level 3 residential Childcare (RQF), via professional discussion, reflective practice or reviewing of paperwork.
- This role involves engaging in regulated activity with children and adults, therefore the post is subject to an Enhanced DBS with barred lists check.

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## General

- To be part of the Residential leadership team, ensuring waking night staff are working efficiently to meet the needs of the children and young people, whilst maintaining the house Health and safety.
- To perform any other reasonable task that the Principal and Residential Care Manager or his/her appointed deputy may ask.
- Ensure that all young people receive 'Outstanding' residential care
- To ensure that full and complete casework records for young people are maintained and that sound decisions are made and carried out, fed back to the team leader on days.
- To help other staff to compile reports and encourage them to involve the children in reviews.

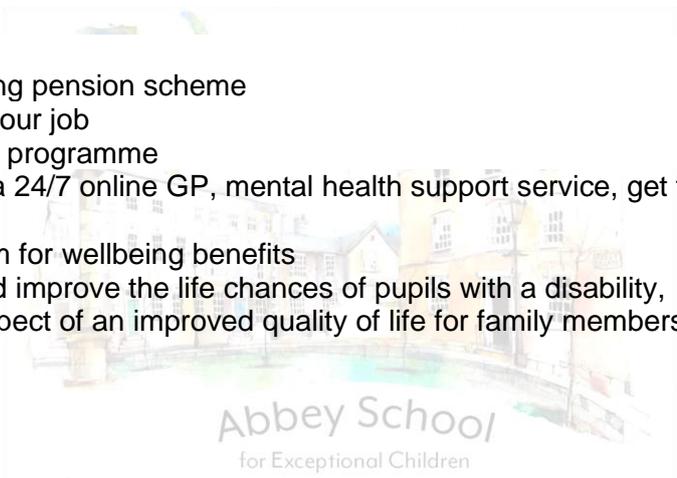
## Person Specification

	Essential	Desirable
Experience	<p>At least 2 years' experience of working with children in a similar setting</p> <p>Ability to produce written reports</p> <p>Experience of working with children in a senior role</p> <p>Experience of working anti social hours</p> <p>Supervision and leadership of a staff team 2 years experience</p>	<p>Managing challenging behaviours</p> <p>Leadership experience</p> <p>Confidence in managing crisis incidents</p> <p>Experience of managing Children missing from care, reporting, and recording</p> <p>Health and safety in a residential Home</p>
Qualifications/education	<p>2 years' experience of leading and managing staff team</p> <p>NVQ Level 3 in Child Care or equivalent</p> <p>GCSE English and Maths</p>	<p>Recognised social care qualification</p> <p>Specialist training or education in a related area</p> <p>Leadership and Management qualification</p> <p>NVQ Level 4/5 Leadership and Management</p> <p>Team Teach instructor Intermediate level</p> <p>Team Leading Level 3 diploma</p>
Special knowledge	<p>Positive Behaviour Support</p> <p>Understanding of Person-centred approach</p>	<p>Special Knowledge of current legislation National Minimum Care Standards for Residential Special Schools or the SCCIF - social care Inspection framework</p> <p>Experience of Leading staff supervisions and development</p>

		Ability in house training
Skills	<p>Ability to build positive relationships with children and young people, parents and outside agencies.</p> <p>Ability to lead a team</p> <p>Good communication skills</p> <p>Commitment to high quality childcare practices</p> <p>Ability to cope with working night shifts and to be flexible to cover as and when needed</p> <p>Engaged and self-motivated</p> <p>Good written skills for report writing</p>	High level of resilience
Personal Qualities'	<p>Ability to maintain professional standards at all times</p> <p>Good Time management and organisational skills</p> <p>Sense of humour</p> <p>Resilience in crisis situations</p> <p>Ability to work as part of a team</p> <p>Manage work load and met deadlines</p>	

## Benefits

- Competitive salary
- Suite of staff benefits including pension scheme
- Technology appropriate for your job
- Comprehensive staff training programme
- Access to WeCare which is a 24/7 online GP, mental health support service, get fit programme and much more.
- Access to MediCash program for wellbeing benefits
- The opportunity to shape and improve the life chances of pupils with a disability, and in so doing, extend the prospect of an improved quality of life for family members and others



## How to Apply

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the [school application form](#) with a letter addressed to the Residential Care Manager, Miss Dawn Kervin. Please ensure that you provide details of your skills and experience necessary for this particular position in your letter or personal statement. Application forms and letters can be emailed to [recruitment@abbeyschool.com](mailto:recruitment@abbeyschool.com) or sent by post to Abbey School, 10-11 Abbey Square, Chester, CH1 2HU.

## Deadline

Please complete an application form by 9am 27<sup>th</sup> May 2022.

## Shortlisting and Interviews

Selection methods will be objective, promote equality of opportunity and guard against bias in line with the Equality and Diversity policy. The School will shortlist applicants based on the relevance and applicability of their professional attributes and personal qualities specified by the role. Essential and desirable qualities are published in the Person Specification for this role.

Interview date: 29<sup>th</sup> May 2022.

If you have not been contacted by 29<sup>th</sup> May 2022 then please accept our thanks for your application, but you will not have been selected for interview at this time. Interviews will consist of an informal talk with Miss Kervin, followed by a formal interview and tour with Miss Kervin and Mr Brogan, Deputy Residential Care Manager, and a written task. Please note that on site interviews are dependent on the Covid-19 risk assessment at the time of interview.

## Start Date

As soon as possible.

## Safeguarding Statement

*Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.*

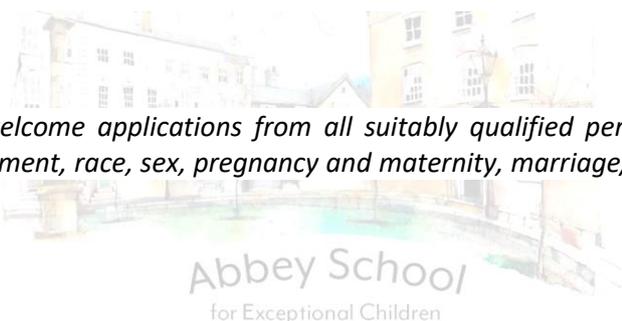
*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*The safeguarding responsibilities of this post are to uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.*

## Equal Opportunities Statement

*We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.*



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## Working in Chester

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.

Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent restaurant scene and new, award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#) .For further information about living in Chester, please visit the [Tourist Information website](#) .

## How to Find Us

We are located in [Abbey Square](#) next to Chester Cathedral, off Northgate Street.

## By Public Transport

We promote sustainable travel and recommend that public transport is used where possible. Chester train station is a 5-10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#). For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

## Parking

Visit the [tourist information site](#) for details of city centre car parks.

