



## **RECRUITMENT PACK**

### **Waking Nights Support Worker Abbey Green**

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## Welcome from the Principal

Welcome and thank you for your interest in Abbey School.

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.



## About the role

We are recruiting due to our admissions of children increasing. Our children and young people have complex needs and are supported one to one therefore we require staff that have experience in a residential setting and hold a qualification level 3 in Residential Childcare or equivalent.

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 of Residential Care Manager, Deputy Residential Care Manager, Team Leaders, days and Nights Senior Residential Support Workers, Residential support workers and Waking Nights staff.

The residential team of staff work 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 the waking watch is to fully support the nightly needs of our young people to deliver the highest quality of Care to those who reside in Abbey Green Residential Setting.

The main focus 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 Waking watch team member 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. To respect and maintain the confidential nature of the work. Waking Watch Night Staff will actively be involved in maintaining and supporting the development of stable routines, listening and hearing the children/young people's voice, working on quality of interests engage individuals to maintain supervision for children during the night time on a ratio of one staff to 4 young people. Some Young people have one to one support during the night to help them maintain a good sleep routine.

We are expanding our team due to an increase in young people coming to join our residential provision, with this we need passionate and caring people to join our staff team. If you think you can be part of the team and make a difference to a child's life, then you are the right person for us.



## Job Description & Person Specification

Job Title	Waking Nights Support Worker	Employer	Abbey School
Starting Salary	£22,418- £26,250	Reporting to	Residential Care Manager Deputy Residential Care Manager Team Leader Senior RSW
Working Hours	40 hours 21:45 – 07:45	Line Manages	n/a

## Responsibilities and Role

- Ensure that children and young people are supported during the night time should they be awake.
- Encourage children to remain in bedrooms whilst adjusting to the living away from home.
- Ensure documents are completed to reflect what's happened during the night
- Ensure the care and cleanliness of the home is up to standard
- Complete the laundry from the day and return to the children's bedrooms

## Promotion of Good Child Care Practice

It is vital that our young people received Outstanding level of care. Residential support workers ensuring that Safeguarding is 'Outstanding' within the residential provision. It is paramount that the supervision of children is of the highest level.

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, supporting tracking behaviour and liaise as key worker to ensure that the young people have the best access to therapy including Speech and Language and Occupational Therapy programs to effectively communicate.

You must be able to establish good relationships with 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. Ensuring that you work holistically with education staff, parents and families to plan, practice and collect



evidence of progress within the 24-hour extended curriculum. You will be responsible for the safe supervision of young people by exercising adequate control, always Maintaining the agreed staffing ratios whilst supporting children and young people.

### **Administrative Tasks**

- To participate in the Abbey Greens staff Development Program
- To attend staff meetings when required
- To be involved in the induction Program
- To track and record the young people's progress and development in line with Abbey Green procedures.
- To contribute towards reports as and when required
- To complete young person's case notes on a nightly basis, before the end of the shift and in line 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.
- Form working partnerships with community facilities to promote an active and stimulating residential timetable

### **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.
- 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.
- This role involves engaging in regulated activity with children and adults, therefore the post is subject to an Enhanced DBS with barred lists check.

### General

- To perform any other reasonable task that the Principal and Residential Care Manager or his/her appointed deputy may ask from time to time.
- To support young people to and from school, on shopping trips and activities as required.

### Person Specification

Criteria	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>• Up-to- date safeguarding training</li> <li>• Level 3 Diploma in Residential Care</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness and desire to pursue further training.</li> <li>• GCSE English</li> <li>• Ability to contribute to written reports</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least two years' experience in a residential childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a positive behaviour support framework (PBS)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of carrying out administrative duties such as filing, recording, Rota preparation and report writing</li> <li>• Experience of working with young people with Autism</li> <li>• Working with young people with challenging behaviour</li> <li>• Waking nights experience</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise and lead recreational</li> <li>• activities</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Knowledge of children and young people's needs and rights</li> <li>• Person Centred Approach</li> <li>• Computer literacy skills</li> <li>• Working knowledge of best practice in residential care settings for young people with autism and learning difficulties</li> <li>• An ability to demonstrate good childcare practice in own direct work</li> <li>• Knowledge of safeguarding procedures and practice within residential the child care</li> <li>• Possession of good literacy and numeracy skills</li> <li>• Good verbal and written communication skills</li> <li>• Possession of computer literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Clean UK driving licence and ability to drive with young passengers</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to build positive relationships with children and young people</li> <li>• Willingness to work anti-social hours</li> <li>• Ability to cope with a flexible working hours</li> <li>• An ability to listen and respond effectively to different situations</li> <li>• Emotionally resilient</li> <li>• Ability to maintain professional standards at all times</li> <li>• Ability to support young peoples in their daily routines</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Passionate about Young people with SEND</li> </ul>



## 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 as soon as possible.

## 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.

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.

The interview process will consist of a formal panel interview with members of the management team, and a written in-tray task. You will also have a tour of Abbey Green on your interview date.

### 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.

## **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.

