

# **SPECIALIST EDUCATION SERVICES**

## **Child Care Practitioner - Link Tutor**

### **JOB DESCRIPTION**

POST TITLE: Link Tutor  
RESPONSIBLE TO: Registered Manager  
GRADE: APT&C Salary Scale: pts 12 -15  
POSTHOLDER : .....

SES Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### GENERAL RESPONSIBILITIES:

- To be conversant with, and work towards, fulfilling the establishment's Statement of Purpose in relation to the 'Guide to the Children's Homes Regulations including the quality standards', ensuring that the SES philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- To be responsible for the care and leisure time activities of a group of children under the supervision and guidance of a Personal Tutor.
- To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- To monitor objectively the quality of relationships between children, between staff and children, and between staff, with the constant aim of improvement.
- To maintain good practice, be informed on current practice, and in liaison with the Registered Manager, implement changes in accordance with developments in the residential social work field.
- To liaise with staff of all disciplines as necessary to promote co-operation within the home and ensure minimum disruption to the smooth running of the establishment.
- To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## MAIN RESPONSIBILITIES:

- The implementation of an agreed pattern of sensitive, but effective, care and control to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so that children enjoy a calm, and relaxed homely living experience.
- To be responsible for the guidance and counselling of children in personal and social competence, including relationships, health, hygiene, domestic etiquette, dress and safety.
- To be responsible for the safety of children by exercising adequate control and supervision.
- To establish, as part of the care team, appropriately high levels of expectation by setting down clear guidance for children in establishing good standards of behaviour and achievement.
- To be actively involved in recreational and social programmes and engage individuals and groups of children in constructive, enterprising and a socially extending range of leisure pursuits.
- To attend meetings to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the establishment.
- To participate fully in the daily observation and recording of children's behaviour and progress in the agreed manner.
- To assist in the professional development of colleagues by involvement in relevant aspects of the company's Staff Support and Development Programme.
- To be involved in such domestic and household duties as will be required to run the home and to support children's involvement in those duties.
- To "sleep-in" as per rota.
- To perform any other tasks that the Registered Manager or their appointed Deputy may reasonably request.

## SPECIFIC RESPONSIBILITIES:

To act as Link Tutor for children in liaison with Personal Tutors by:

- a. Providing additional support, along with Personal Tutors, for the family or carers over routine problems that may arise.
- b. In discussion and liaison with the Personal Tutor to be involved in any work with the family or carers that may be deemed appropriate.
- c. In liaison with the Personal Tutor attend and participate in, make recommendations and prepare reports for, the child's regular and statutory case conferences and annual review meetings, contributing to casework records, and attending Individual Needs Portfolio meetings, where appropriate.

- d. In discussion and liaison with the Personal Tutor help to draw up and monitor Individual Plans for named children where required and implement any agreed changes.
- e. To assist the Personal Tutor to maintain casework records.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. To take account of the fact that employees will work shifts, the working week is calculated over a complete shift pattern and is then averaged out. It will be a minimum of 37hours per week. Further information can be found in the company's policies and plans on the use of time.

#### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.