

NATIONAL HORSERACING COLLEGE	Ref: HR1-60
JOB DESCRIPTION	Revision Date: Revision:

POST TITLE: Residential Supervisor
DEPARTMENT: Residential
SUPERVISOR: College Counsellor
LINE MANAGER: Operations Director
DATE COMPILED: May 2024

GENERAL

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the National Horseracing College (NHC) is subject, and: -

- with full regard for the College's equality and diversity, health and safety, safeguarding children & young people, Prevent Duty and British Values requirements;
- to achieve individual and team targets assigned through the College's annual planning and staff appraisal processes;
- subject to the NHC's approved strategies, policies and procedures;
- any breach of confidentiality in relation to the sensitive information, Code of Conduct, ICT usage Policy, College staff or learners, is considered a dismissible offence.

This job description sets out the duties of the post at the time of preparation, but these may vary. Any changes to the duties and responsibilities are implemented after consultation with the post holder. This job description will be subject to annual review as part of the staff appraisal process.

ROLE & RESPONSIBILITIES

The role of the Residential Worker is to supervise and provide pastoral care and support to learners during the hours they are not in formal evening programme classes / lectures or on the yards with the horses. They are also accountable for the running of the residential accommodation, adhering to the safeguarding policy to ensure all learners are accounted for and issues are reported.

MAIN DUTIES

Accommodation

- 1.1. To organise the re-allocation of student rooms as and when required, and only after consultation with, and permission of the College Counsellor, ensuring: -
 - To check rooms for damage and defects on arrival and departure or if a learner moves rooms during the course.
 - To ensure the room check proforma is fully completed and signed on the exit of the learner from the room.
 - To ensure that the College Counsellor is informed of any damage or defects which may affect the return of the learner room deposit.
 - To ensure a new room check proforma is issued, completed, and signed.
- 1.2. To maintain accommodation stores in line with Health and Safety Regulations.
- 1.3. To ensure that the accommodation blocks public areas are clean and tidy at all times.
- 1.4. To ensure that separation is maintained between male and female landings.

2. Cleaning/Catering

- 2.1. To keep a detailed diary of the learner meals (evening and weekend) so that this can be checked against the weekly menus.
- 2.2. To monitor the learners' taking evening and weekend meals to ensure that they are eating, reporting any concerns to the College Counsellor.
- 2.3. To make sure that all cutlery and crockery from the early breakfast and supper meals is cleaned and put away.
- 2.4. To wipe down the sides and tables in the canteen after the early breakfast and supper meals.
- 2.5. To supervise the learners' cleaning duties to include outside areas.
 - Ensure that Reception and the Recreation Room are left in a clean and tidy condition at lock down **every evening**, supervising the cleaning by the learners of the same if this is not the case.
- 2.6. To supervise the learners in any other cleaning duties.

3. Learner Welfare

- 3.1. To supervise learners during the hours they are not in the formal evening programme classes / lectures or on the yards and be responsible for discipline.
- 3.2. To arrange transport for learners to and from medical appointments as required.
- 3.3. Contacting the 8 to 8 out of hours surgery for medical appointments after normal working hours (**including weekends**).
- 3.4. Booking taxis to take learners to medical appointments out of hours (**including weekends**).
- 3.5. Record any taxi bookings for medical purposes out of hours (**including weekends**).
- 3.6. To store safely learners' medication and to ensure that it's being taken as prescribed by doctors.
- 3.7. To provide pastoral care and support to learners and parents outside normal working hours, contacting the Duty Manager for any help and advice needed.
- 3.8. Update the locker software to record concerns and issues as and when necessary.

4. Administration

- 4.1. To administer learner records from intake through the period of the learner stay.
- 4.2. To complete appropriate Accident Reporting documentation for incidents / accidents that occur outside of normal working hours (**including weekends**) and pass it to the College Counsellor.
- 4.3. Follow the Learner Disciplinary process issuing Formal Verbal Warnings as and when appropriate.

OTHER DUTIES

To work as a member of the Residential team, undertaking any additional duties commensurate with the grade of the post that may be required in addition to those already stipulated. There is a requirement for you to work additional shifts to cover annual leave.

Residential staff are allowed to sleep on shift, from the hours of midnight to 5.30am, if all learners are accounted for, and there are no issues in the Residential Block.

RISK ASSESSMENT

A risk assessment has identified that the following hazards are associated with the undertaking of the duties and responsibilities of this post.

<input checked="" type="checkbox"/> regular visual display unit (VDU) use	<input type="checkbox"/> normal vision/normal colour vision* is essential
<input checked="" type="checkbox"/> driving vehicles	<input type="checkbox"/> working in a noisy/dusty* atmosphere
<input type="checkbox"/> preparing, handling or cooking food	<input type="checkbox"/> use of/working near* machinery
<input checked="" type="checkbox"/> working in a food preparation area	<input type="checkbox"/> use of hazardous substances
<input checked="" type="checkbox"/> lone working	<input type="checkbox"/> working at heights
<input type="checkbox"/> other – <i>please specify</i>	

* delete as appropriate

POST HOLDER'S AGREEMENT

I understand and agree to the duties and responsibilities of this post.

Post Title:	
Name (please print)	
Signed:	Date:

Send a signed copy to Human Resources for your personal file.