

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Senior Children's Home Residential Care Worker	JEID	
Salary Grade:	Scale I plus enhancements for unsociable hours		
Team:	<i>Corporate parenting</i>		
Service Area:	Children & Families Service		
Primary Location:	Stratford Upon Avon		
Political Restriction	This position is not politically restricted.		
Responsible to:	Deputy Registered Manager		
Responsible for:	Residential care workers, children in the home.		

#### Role Purpose

We are opening a new 4 – bed Children's Home for 8-13 years old. As a Senior residential care worker, you will be supporting the registered and deputy manager in setting up and running the home.

The senior would be responsible, together with other team members, for the quality of day-to-day care, administration, and organisation of the Children's Home, and for the Care Plans of several Children and Young People.

As a Corporate Parent, working with children, young people, carers, families and other partner agencies in meeting the needs of Children in the Children's Home

To ensure that all statutory regulations, other additional instructions and good practice are adhered to and records are maintained.

To promote and maintain positive anti-discriminatory and anti-racist practices.

The role will require shift working including working some weekends, evenings and sleeping in the home.

## Role Responsibilities

- Working together with social workers, residential staff, and other practitioners to implement practical and emotional support, promoting a strong culture of collaboration built through joint working and a shared vision in supporting the child.
- Meet the needs of children and young people, using a restorative approach, developing strong relationships to support children make their own decisions and actively engage.
- Delivery of direct work with children through their plans of support.
- Developing and maintaining strong partnerships with other services, the community, and agencies to deliver a holistic service to children with complex needs.
- Delivery of specialist interventions and programmes.
- Contribute to smooth management of the team and service. This might include responsibility for rota's, co-ordinating services and assisting the Registered/Deputy Manager in the management of the home in all aspects appropriate to the Statement of purpose of the Home.
- To operate as a shift leader as part of a rota.
- As part of the staff development process, to undertake other duties at a higher responsibility level commensurate with relevant experience and ability as directed by the Registered Manager, within the framework of the employees Performance Development Review.
- Deputising for the deputy residential manager, as required.
- To work as part of a multi-agency team, assisting in formulating Assessments, Placement Plans, Care Plans and Pathway Plans (where applicable) for each child or young person and formulate clear aims and objectives as necessary.
- To act as a key worker to a child and be a positive role model for children and other staff in a range of contexts
- Organising, providing, and participating in stimulating activities for young people during their leisure time, which may also include holiday breaks with the children and young people away from the Children's Home (usually between four to fourteen days)
- To communicate effectively with children, families, colleagues, the community, and other agencies to share information and skills.
- To work within the Procedures of Warwickshire Safeguarding Children's Board and County Council in order to effectively safeguard and protect children.
- To attend appropriate continuous development activities as are required and suitable, in agreement with the line manager.
- To have responsibility for safe and appropriate working practices following policies and procedures of the Children's Home.
- To complete recording, monitoring, planning and evaluation systems in line with Service processes and requirements.
- To attend and participate in all team meetings and all appropriate meetings as directed.
- To attend and participate in all training and development activities required as part of the role.
- To build working relationships with other professionals and agencies, supporting an effective multi-agency liaison and work effectively as part of a multi-agency team.
- To take a lead role in promoting a continuous professional development to Residential care workers, cascading relevant training and knowledge, sharing best practice, and offering specialist advice and support.
- To maintain an up-to-date knowledge within their areas of specialism, including relevant policies and legislation and ensure that it is shared and promoted appropriately.
- To undertake training as necessary. Induction Courses and both internal and external training courses (including QCF Level 3 Children & Families if not already completed).

- To commit to undertaking QCF 3 Children & Families within 6 months of being in post. You would need to be prepared to undertake some research and study to further your training when off duty.
- To undertake other duties that the County Council shall from time to time require that are commensurate with the grading of the post.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

**Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).**

### Essential Criteria

Assessed  
By:

Commitment to anti-discriminatory practice, safeguarding and confidentiality.	A, I
Understanding of safeguarding and child protection responsibilities.	A, I
Ability to work well as a team and with other colleagues, including managers and other multi-agency workers.	A, I
Minimum of 3 years' experience of demonstrably effective work with children and families in a voluntary or professional setting, preferably in a residential children's Home, coupled with delivery of specialist intervention and partnership work.	A, I
A Relevant Child and family qualification to Level 3 with evidence of substantial experience as a family support worker or a NVQ Level Four or equivalent qualification in a relevant Child & Family subject or commitment to undertake the QCF qualification within 6 months of being in post.	A, I
Level of expertise in an area of children, family and parenting, gained through qualification or substantial work experience.	A, I
An understanding of family dynamics and child development and how parenting/trauma affects the development of the child, as evidenced in case examples.	A, I
Experience of delivering effective guidance and support and demonstrably improving young people's confidence and skills. This includes delivering evidence-based parenting/trauma-informed interventions and programmes.	A, I
Significant experience of engaging and working with vulnerable children with challenging needs and/ or behaviour, as portrayed by case examples.	A, I
Ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	A, I
Ability to communicate fluently, in writing and verbally with a range of people from diverse backgrounds and professions.	A, T, I
Ability to use own initiative appropriately to respond independently to problems and unexpected situations within defined boundaries of work, as agreed in supervision.	A, I
Ability and experience to cope with significant emotional demands, caused by contact with the most vulnerable children and families.	
Proven track record of continuous professional development	A, I, D

Knowledge of a relevant specialist area, e.g. mental health, attachment etc.	A, I
Ability to train and supervise to work of others.	A, I
Ability to develop and maintain partnerships with internal and external services and organisations to secure best possible outcomes for children.	A, I
Understanding of highly complex needs and issues that children and families may experience, and an in-depth knowledge of and ability to deliver specific evidenced based interventions that are proven to enable and sustain change.	A, I
Excellent interpersonal and communication skills.	A, I
Proven experience of delivering group work.	A, I
A solution focussed approach to overcoming barriers and achieving desired outcomes.	A, I
Ability to travel across the county. Holds a full clean driving licence with and appropriate insurance cover for business use and has full access to an appropriate vehicle. Willingness to escort children and young people.	A, I, D
Ability to work on a flexible basis. Available to work shifts, including some weekends as part of a rota, public holidays. To join holiday activities away from the Home for a number of nights and to cover for emergency arrangements including rota changes and extra sleep-in duties.	A, I
Some knowledge of the Children Act 1989 and 2004, Care Standards Act 2000, and Children's homes regulation and quality standards 2015 and working together to safeguard children.	
Ability to assess risk and monitor arrangements in place to safeguard children.	
Satisfactory check through the Disclosure and Barring Service.	D

### **Desirable Criteria**

Assessed  
By:

Trained in restorative practice or other strength-based approaches.	A, I
Trained/ Qualified in a relevant specialist area, e.g. mental health, trauma- informed practice.	A, I

## **Section C: Working Conditions**

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### **Special Conditions**

This post requires the holder to do varying shifts, which includes early morning, late evening work and sleep ins. The post holder also is required to work weekends as part of a rota and Bank Holidays as required.

To meet the needs of children and young people there may be occasions whereby the post holder will be requested to remain on duty at the end of a shift to ensure that safe practice is maintained. (The post holder would be compensated for extra time worked).

On occasions you may be requested to change your rota at short notice as an emergency measure, to ensure the contingencies of the service are covered.

As part of the Directorate's mobility arrangements, you may be requested to assist at another Children's Home when necessary.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work                    x	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work    x	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults                    x
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens

<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	