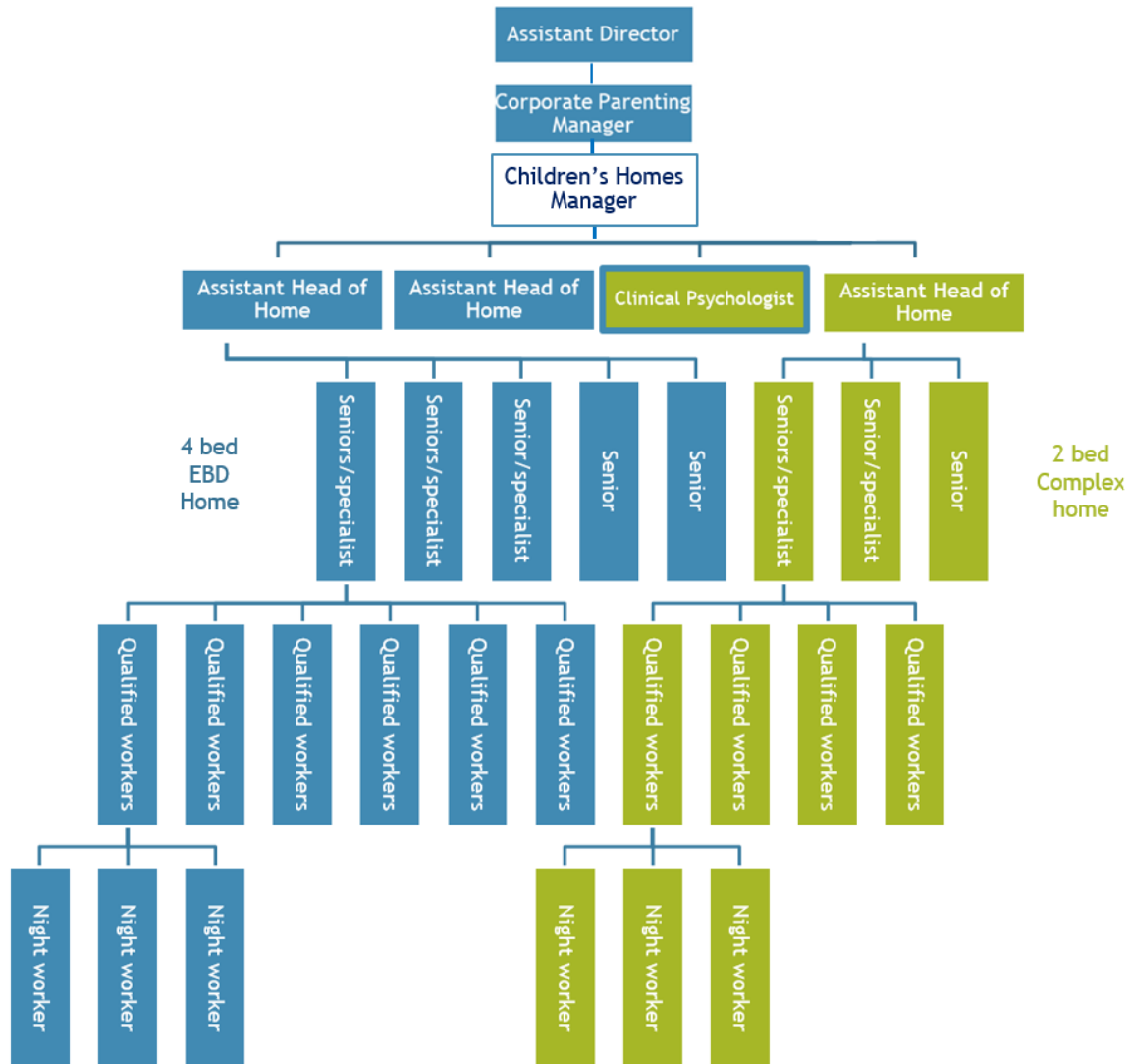
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			<Insert the post number>
Job Title	Children's Residential Support Worker		
Service	Children's Services – Social Care and Early Help	Team	Children's Residential Homes
Location	Children's Home based		
Reports to	Children's Residential Assistant Homes Manager and Registered Manager		
Responsible for	Assisting in the provision of a positive living experience for the resident young people by caring for their physical, emotional and social needs.		
Grade	Type of position:		Date
Grade 5 to 6	Permanent/ Full Time		January 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p align="center"><u>Service Purpose</u></p>			
<p><u>Vision</u></p> <p>WBC's aim is to enable our most vulnerable children and young people in care to live close to the things they hold dear – close to family, friends, community, and those who care for them most. This service comprises a Multi-Building children's home including a 4 bed Emotional Behaviour Disorder/Difficulties (EBD) home and up to 2 smaller Complex homes. These homes will enable more children with complex needs to remain in or return to Wokingham and to avoid the use of unregistered placements or children living away from their communities and networks.</p>			
<p><u>Social Care and Early Help Service Purpose</u></p> <ul style="list-style-type: none"> • Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member. • Provision of high quality and effective services to children, young people and families. • Provision of effective and high-quality safeguarding services for children and young people at risk of harm. • Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students. • Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care. • Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes. • Delivery of effective and efficient services offering good value for money. 			

<u>Purpose of the role</u>	
<ul style="list-style-type: none"> To support the delivery of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures. 	
<u>Main Accountabilities</u>	
<p>The QCF Level 3 qualification or its equivalent, as well as two years of role experience, are prerequisites for the assignment and advancement from a grade 5 to a grade 6 post. All other advancement and professional development programmes within the service will also apply to this.</p>	
1.	To support the Homes Manager to ensure that the service meets its statutory responsibility and is compliant with the Children's Homes Regulations (2015) England and to fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002.
2.	To support the Homes Manager to exceed expectations at Inspection and Regulation 44 visits in terms of delivering positive outcomes for young people. This includes updating and maintaining the Statement of Purpose, relevant policies, procedures, and guidelines and keeping up to date with changes and best practice.
3.	To be responsible for all safeguarding aspects in their home and ensure that staff are aware of their responsibilities in safeguarding these young people.
4.	Assist and be part of the development of a professional team that performs to the highest standards. Ensuring effective supervision, staff development and training, in accordance with personnel and health and safety policies and the Children's Homes Regulations (2015) England.
5.	To take immediate action when the welfare or safety of children or young people is at risk including partnership working with local multi-agency partners, ensuring an open culture in which children feel that they can raise issues and complaints and that they will be listened to.
6.	To assist the Homes Manager, where required, in maintaining effective working relationships with local services, partner agencies and the community, e.g., teachers, doctors, psychiatrists, health visitors and police officers.
7.	To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child, and being available for discussion, advice and decision making.
8.	To support the Homes Manager to ensure that an equal opportunities and anti-discriminatory perspective informs all aspects of the work of the homes, to support children with their identity, connections to their networks and communities, and that the Council's Equal Opportunities policy is promoted and adhered to. Ensuring that the home or homes function in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs of the children and within the local and wider community.
9.	To undertake other tasks as may be required within the remit and grading of the post.

Supervision Received	Formal monthly supervision with allocated supervising Assistant Homes Manager.
Supervision Given	<p>To lead new staff and encourage best practice at all times. No formal supervision responsibilities are required of Grades 5 and 6.</p> <p>Grade 5 will be required to demonstrate that they are able to lead and manage the team in the absence of more senior staff. They may also undertake some group supervision with support from managers to allow development.</p> <p>Grade 6 staff will be required to step in and support AHM and RM with maintaining supervision best practices if and when required.</p>
Contacts & Working Relationships	<p>Working openly with Quality Assurance to ensure good safeguarding standards and high-quality information recording are maintained.</p> <p>Integrated working with Corporate Parenting colleagues from Here 4 U, COMPASS and fostering to provide respite, placements support and easier transition/step down for children and young people.</p> <p>Forming good working relationships with health, education, YOT and neighbourhood police colleagues to ensure we are meeting the needs of the children and keeping them as safe as possible.</p>
Management of resources or budget	<p>Supporting the Homes Manager to ensure that the premises are maintained in accordance with all relevant Health and Safety legislation, also that the fabric and appearance of the building is maintained to promote a positive image of the council.</p> <p>Grade 5 staff will need to demonstrate that they have a basic understanding of petty cash procedures are able to allocate allowances for young people in advance with support from managers.</p> <p>Grade 6 staff will need to understand the procedure for general finance procedures and will be responsible for petty cash spend during residential holidays.</p>
Special Factors	<p>Grades 5 and 6 staff will be responsible for seeking staff cover in the event of sickness.</p> <p>Grade 6 staff will be required to travel to visit children and young people placed in other provision within and outside the borough as part of new placement matching process with manager's support.</p>

Organisation Chart



Person Specification

Qualifications	Essential	Desirable
Grade 5	Professional qualification in (recognised and current) QCF Level 3 in Residential Childcare, or equivalent. Or willingness to work towards this within the statutory timescales.	Full UK Driving Licence 2 years' experience in children's residential setting
Grade 6	Professional qualification in (recognised and current) QCF Level 3 in Residential Childcare, or equivalent. Willingness to undertake another qualification relating to their role. This will	Full UK Driving Licence 3 years' experience in children's residential setting

	be decided via CPD discussion, appraisal, and supervision.	
Technical Skills.	Essential	Desirable
Grades 5 and 6.	Takes ownership of their responsibilities, meets deadlines and understands their accountabilities.	
Grades 5 and 6.	Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	
Grades 5 and 6.	Ability to transfer a variety of legislation relating to care, health needs, health and safety into process, guidance and policy to ensure the service is always compliant.	
Grades 6.	Good leadership and performance skills and the ability to direct a team to meet service needs.	Proficient ICT skills for complex report writing and management information purposes.
Knowledge	Essential	Desirable
Grades 5 and 6.	Carry out all duties with an awareness and understanding of the safeguarding requirements within the home. Be able to use recording systems in the home.	
Grades 5 and 6.	Carry out all duties and responsibilities with reasonable care for the health and safety of ourselves and others and report any potential hazards or unsafe practices to the line manager.	
Grades 5 and 6.	Knowledge of Children Act 1989 & CH regulations & good standards of practice. Evidence of, and the ability to, comprehensively undertake particular roles and responsibilities.	Mid-range capabilities matrix score.
Grades 6.	A good understanding of both 'strengths based' and 'outcomes focused' work, with a demonstrable knowledge of appropriate and effective evidence-based problem-solving interventions with children, young people and families, and the skills to	High end capabilities matrix score.

	support staff in developing these where needed.	
Grades 6	Carry out all duties and responsibilities with reasonable care for the health and safety of ourselves and others and report any potential hazards or unsafe practices to the line manager.	Proven ability in the effective use of care assessment frameworks and tools to produce appropriate, sound, evidence-based care paperwork, identifying strengths and risk, and use these to produce outcomes-focused, individualised care plans that are reviewed and updated appropriately, and a clear understanding of how to support staff to do so too
Experience	Essential	Desirable
Grades 5 and 6	Some experience of working with vulnerable adults or children	
Grades 5 and 6	Demonstrable experience of working effectively with children, parents, colleagues, and partner agencies.	Good experience of residential care at a managerial level, work with children and their families, demonstrating a clear understanding of the legislative requirements and range of issues that impact on children and young people's lives.
Grade 6		Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk / high emotion contexts.
Grade 6	Experience of managing staff with different backgrounds and skills, supporting their development and effective supervision.	
Other	Essential	Desirable
Grades 5 and 6	Will be required to work in stressful situations, manage own stress & that of others.	
Grades 5 and 6	Will be required to work unsociable hours.	
Completed by:	Hayley Joyce	Date: 11/01/2024