



## Job Description

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.

Post Details	
Job Title	Children's Residential Support Worker (Waking Nights)
Job Reference	
Service	Children's Services
Team	Registered Children's Homes
Location	Wokingham Borough Council's Registered Children's Homes
Reports to	Children's Residential Team Leaders, Assistant Managers 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. Bridges: Assisting in the provision of a positive short break experience for young people with disabilities by caring for their physical, emotional and social needs.
Grade	Grade 5 (+1/3 enhancement for waking night hours worked)
Contract Type	Permanent
Hours	Full Time

Main Accountabilities	
Completing the QCF Level 3 qualification or its equivalent, as well as two years of role experience are prerequisites for the advancement of x1 increment within the Grade 5 scale.	
1.	To ensure that evening routines are calm and relaxed, that the environment is prepared to reflect a therapeutic and stress-free environment conducive of settling down to sleep in conjunction with children's care planning and risk assessments. This includes being a soothing member of staff. Children can find being alone frightening. A waking night member of staff is influential in providing a sense of security for children during this time and therefore must be warm and calm in their presentation to children.
2.	To provide a high standard of care for the children and young people living at a home / having short breaks. Ensuring that they have the opportunity and support to develop and grow to their full potential.
3.	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.
4.	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 participating in, updating and maintaining the Statement of Purpose, relevant policies, procedures, and guidelines and keeping up to date with changes and best practice.
5.	To be responsible for being aware of, and adhering to, all safeguarding aspects in the home.
6.	Participate in effective supervision, staff development and training, in accordance with personnel and health and safety policies and the Children's Homes Regulations (2015) England to support the development of a professional team that performs to the highest standards.
7.	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. This may involve understanding a variety of formal and informal communication techniques and recognising that behaviour and emotion are forms of communication.
8.	To provide information to the Homes Manager, where required, to help maintain effective working relationships with local services, partner agencies and the community, e.g., teachers, doctors, psychiatrists, health visitors, police officers, physiotherapists, speech and language therapists, occupational therapists, community nurses, school nurses, CAHMS, and LD CAHMS
9.	To support children's Link/Key workers by providing clear written and verbal communication about any matters relating to children's overnight care and if required, to act as overnight point of contact within the home.
10.	All staff are expected to provide a responsive service to emergency situations, ensuring the safety and wellbeing of the child. Waking night staff will co-ordinate with the sleep-in staff and co-ordinate with the on-call manager for decisions which ensure the home runs safely and smoothly within their delegated authority. This will include knowing when to seek additional support / advice.
11.	To be a positive role model and support the Homes Manager to ensure that an equal opportunities and anti-discriminatory perspective informs all aspects of the work of the home, to support children with their identity, connections to their networks and communities, self-esteem, independence and to overcome societal barriers that may otherwise impact them. Also ensure that the Council's Equal Opportunities policy is promoted and adhered to, and that the home functions 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
12.	Carry out other daily tasks, including administering medication, personal care, housekeeping and cleaning and other reasonable requests, to ensure the smooth and effective running of the home.
13.	To undertake other tasks as may be required within the remit and grading of the post.





14.	To ensure the safe closure and maintain security for the home during the night.
15.	To prepare the home for the next day, ensure the home is clean and that any preparation for a children's day has been carried out. Such as; <ol style="list-style-type: none"> <li>1. Prepare children's lunchboxes</li> <li>2. School bags and uniforms are ready</li> <li>3. Weekend activities.</li> <li>4. Stock check and shopping lists,</li> </ol>

Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	<p>Professional qualification in (recognised and current) QCF Level 3 in Residential Childcare, or equivalent. Or willingness to work towards this within the statutory timescales.</p> <p>Establishing the equivalence of possible alternative qualifications will be assessed by the Registered Manager, the Responsible Individual and the Learning and Development team at Wokingham Council. Equivalence must be evidenced within an employment rationale form (risk assessment) and signed by the above consulting parties.</p>	Full UK Driving Licence
<b>Experience</b>	<p>Experience of working with vulnerable adults or children</p> <p>Demonstrable experience of working effectively with others within and / or across services to achieve shared goals.</p>	<p>2 years' experience in children's residential setting</p> <p>Waking night experience</p>
<b>Skills/Knowledge</b>	<p>Take ownership of responsibilities, meet deadlines and understand accountabilities.</p> <p>Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.</p> <p>Ability to work in accordance with guidance and policy based on a variety of legislation relating to care, health needs</p>	





	<p>and health and safety requirements to ensure the service is always compliant.</p> <p>Ability to work with children who may display distressed / dysregulated behaviour or have health needs once trained to do so.</p> <p>Ability to understand and use range of formal and informal communication techniques.</p> <p>Proficient IT skills for report writing and record keeping. Contributing written reports to meetings as needed.</p> <p>Be able to use recording systems in the home.</p> <p>Ability to build and maintain relationships with young people and families within restrictions of a waking night role.</p> <p>Knowledge of the impact separation, disability, or other challenges can have on children and their families to be able to actively demonstrate empathy and understanding.</p> <p>Carry out all duties with an awareness and understanding of the safeguarding requirements within the home.</p> <p>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 / property services that cannot be immediately dealt with.</p> <p>Knowledge of Children Act 1989, Children Homes Regulations (England 2015) &amp; good standards of practice.</p>	
Other	<p>Manage your health and wellbeing and the knowledge of where to find internal support through the HR hub.</p> <p>Will be required to work unsociable hours and be awake throughout the night.</p>	





Purpose Details	
Service Purpose	<p>Wokingham Borough Council has a range of registered children's homes delivering short breaks to 52-week residential provision. These homes enable more children with complex needs to remain in or return to Wokingham to avoid the use of unregistered placements or children living away from their communities and networks.</p> <ul style="list-style-type: none"><li>• Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member.</li><li>• Provision of high quality and effective services to children, young people and families.</li><li>• Provision of effective and high-quality safeguarding services for children and young people at risk of harm.</li><li>• Delivery of exceptional support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students.</li><li>• Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care.</li><li>• Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes.</li><li>• Delivery of effective and efficient services offering good value for money.</li></ul>
Role Purpose	<p>To support the delivery of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.</p>

Supervision and Relationships	
Supervision Received	<p>Formal monthly supervision</p>
Supervision Given	<p>No formal supervision responsibilities are required of Waking Night staff, but they may be asked to support newer colleagues via a buddy system to understand the finer details of the role.</p>
Contacts	<p>Working collaboratively with Quality Assurance teams to ensure excellent safeguarding standards and accurate information is recorded and 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 when appropriate.</p> <p>Forming strong and robust working relationships with health, education, Youth Offending Team and neighbourhood police colleagues to ensure we are meeting the needs of the children and keeping them as safe as possible.</p> <p>Integrated working with internal colleagues from the Children with Disabilities Service.</p>





### Resources/Budget Management

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 safe and positive experience for all who use it.

### Special Requirements

Waking Night staff will be required to work Monday - Sunday on a shift basis, including unsociable hours. You will be required to work weekends on a rota pattern

All staff are required to attend Team Meetings and Training events. This may require part time and waking night staff to have additional flexibility to ensure attendance where required.

An Enhanced DBS is required.

A full UK Driver's License is desirable to drive the home's vehicles

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	Y
Working with Animals	Y (Therapy Dog)
Specialised Medical Screening	N
Night Working	Y
Safety Critical Work	N





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Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Wokingham Borough Council's Registered Children's Homes

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
As per regulations





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## Evaluation Declaration

Date of Evaluation:

February 2025

Evaluated by:

HR Team

