



**WOKINGHAM  
BOROUGH COUNCIL**

## Job Description

Job Reference

<Insert the post number>

Job Title	Children's Residential Team Leader		
Service	Children's Services	Team	Registered Children's Homes
Location	Wokingham Borough Council's Registered Children's Homes		
Reports to	Children's Residential Assistant Homes Management Team and Registered Manager		
Responsible for	Residential Support Workers		
Grade	Type of position:		Date
7	Permanent		January 2025

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.

### Service Purpose

#### Vision

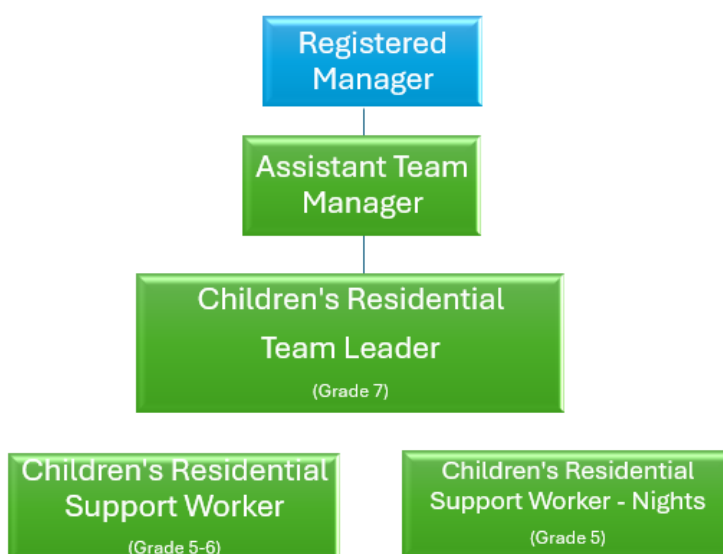
Wokingham Borough Council has a range of registered children's homes delivering short breaks to 52-week residential provision. These homes enable more children with complex needs to remain in or return to Wokingham to avoid the use of unregistered placements or children living away from their communities and networks.

- 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 exceptional 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.

<b><u>Purpose of the role</u></b>	
<ul style="list-style-type: none"> <li>• To support the Homes Management Team in their professional responsibilities and tasks for the effective management of the short breaks residential home, and the provision of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.</li> <li>• To support the Homes Management Team with operational day to day management of the home and acting as a point of contact for shift leaders to discuss practice matters and offer guidance and coaching.</li> <li>• To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a short break setting, consistent with their best interests.</li> <li>• To support the Homes Management Team in embedding, training, and implementing the chosen therapeutic practice model approach into every aspect of the homes' management.</li> <li>• If working within Short Breaks, support the manager by assisting with the management of additional services within the Children with Disabilities, Short Breaks services such as Saturday Club. This may be through development of shared policies and procedures, supervision, sharing and deployment of staff, or involvement in wider service developments.</li> </ul>	
<b><u>Main Accountabilities</u></b>	
1	To support the Homes Management Team to offer timely responses to referrals and appropriate matching to other young people who use the service.
2	To support the Homes Management Team 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.
3	To support the Homes Management Team 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.
4	To be responsible for ensuring that policies, guidance and best practice are adhered to in relation to safeguarding and ensure that staff are aware of their responsibilities in safeguarding the young people.
5	Assist in the development of a competent and professional team that performs to the highest standards. Ensuring effective supervision, staff development and training, coaching and guidance in accordance with personnel and health and safety policies and the Children's Homes Regulations (2015) England.
6	Assist in ensuring that staff practice, the building and vehicles used by the service comply with all legislation including Health and Safety, Fire Safety, First Aid, Food hygiene, Manual Handling, Behaviour Management, Infection Control and COSHH. In addition, (where applicable), ensure that children are supported by staff who are competent in all aspects of medication management and clinical procedures (under the agreed Berkshire West NHS Policy).
7	To take immediate management action when the welfare or safety of children or young people is at risk including partnership working with local multi-agency partners. Ensure the communication rights of every child using the service are upheld and that there is an open culture in which children feel that they can raise issues and complaints and that they will be listened to.
8	To assist the Homes Management Team, where required, in maintaining 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. This will include assisting with the maintenance of mechanisms to quality assure timeliness and quality of care information and working collaboratively with partners to create effective networks of support around families and joined-up services to improve outcomes for children
9	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.
10	To support the Homes Management Team to ensure that an anti-oppressive practice which encompasses 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.
11	To undertake other tasks as may be required within the remit and grading of the post.

12	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
13	<b>Values Profile:</b> To follow the principles set out in the Employee Values Profile
14	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
15	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
16	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
<b>Supervision Received</b>	Monthly supervision from Assistant Team Manager
<b>Supervision Given</b>	Formal supervision of Residential Support Workers
<b>Contacts &amp; Working Relationships</b>	<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>
<b>Management of resources or budget</b>	Will need to have a more comprehensive understanding of the finance procedures of the homes and may be given delegated responsibilities for areas of expenditure or budget
<b>Special Factors</b>	An enhanced DBS is required.

### Organisation Chart



<b><u>Person Specification</u></b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	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 be decided via CPD discussion, appraisal, and supervision.	
	Extensive professional work experience as a senior worker in a children's residential setting.	
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
	Good leadership and performance skills and the ability to direct and support a team to meet service needs.	
	Takes ownership of their responsibilities, meets deadlines and understands their accountabilities.	
	Ability to work through complex and sensitive issues potentially considering a range of views and be able to make and explain an informed decision on the matter in hand.	
	Ability to coach and guide team members in supporting children with more complex needs both in relation to practice and link / key working responsibilities.	
		Ability to transfer a variety of legislation requirements and regulations relating to care, health needs, health and safety into process, guidance, and policy to ensure the service is always compliant.
	Proficient IT skills for complex report writing and management information purposes. Ability to lead or represent the service at more complex meetings of where other team members require support.	
		Good day to day operational budget management skills.

		Able to deliver effective and meaningful formal and informal supervision.
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	Carry out all duties with a keen sense of awareness and understanding of the safeguarding requirements within the home.	
	Knowledge of Children Act 1989 & Children's Homes regulations (2015) & good standards of practice.	
	Knowledge of relevant research and up to date practice models of caring for and communicating with children with disabilities. In addition, an understanding of theories around social model of disability, inclusion and independence and an understanding of the impact disability can have on an individual and their family.	
		A good understanding of both 'strength based' and 'outcome 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 support staff in developing these where needed.
	Problem solving skills and an ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	
		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
	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 that cannot be immediately remedied to the appropriate team / line manager.	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
		Good experience of residential care at a senior 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.
	Demonstrable experience of working effectively with children, parents, colleagues, and partner agencies.	
		Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk / high emotion contexts.
		Experience of working with a range of agencies. Experience of resolving challenges with other agencies and an ability to understand a systemic approach.
	Experience of managing or leading staff from diverse backgrounds, professional skills (and life experiences), supporting their development and effective formal/informal supervision.	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Manage your health and wellbeing and the knowledge of where to find internal support through the HR hub.	
	Will be required to be on call for duty as requested.	
	Will be required to work unsociable hours.	
		Full UK Driving License
<b>Completed by:</b>	Updated by David Green,	<b>Date: 31 January 2025</b>

	Michelle Humphries and Tom Horbury	
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