



JOB DESCRIPTION

Job Title: Senior Residential Childcare Worker (SRCW)

Responsible to: Registered Manager

Department: Chadersley (Residential)

Job summary:

To support the Registered Manager and Senior Residential Childcare Workers with the effective and efficient running of the home. To provide security and stability for the young people and to provide facilities to enable the young people to achieve positive change in their lives.

Main duties:

The normal duties of the role will usually include the following:

- Support the Registered Manager with the effective and efficient running of the home;
- Where required, deputise in the absence of the Registered Manager;
- Assist the Registered Manager to ensure the home is Ofsted ready at all times, with a target to achieve an Ofsted rating of, at least, good;
- Ensure staff read and understand all relevant policies and procedures;
- Delivery highly motivated leaderships and development strategies;
- Form strong working relationships with relevant internal and external people and companies and key partners;
- Ensure all complaints are handled quickly, effectively and sensitively;
- Ensure effective delivery of the policies and procedures in the home;
- Assist with a lead in the supervision and mentoring of staff process;
- Ensure a full robust and dynamic induction process is adhered to;
- Complete risk assessments, care plan and review reports;
- Ensure any maintenance requirements are reported without delay;
- Actively ensure the young people's care plans, review and update in a timely manner in line with procedures;
- Promote and actively encourage the delivery of a safe, structured and nurturing environment;
- Ensure participation in a range of therapeutic, social and recreational activities and opportunities for groups of young people is encouraged;
- Ensure all necessary documentation is completed;
- Work as part of a multi-disciplinary team both within the home and with external agencies;
- Oversee the delivery of all key worker areas and responsibilities;
- Ensure a variety of intervention strategies are utilised in relation to behaviour management;
- Attend reviews and meetings as required;
- Report any incidents or safeguarding concerns to the manager;
- Monitor and maintain administrative requirements, ensuring that the outcome meets the standards set out in children's legislation, and the homes working practices;
- Administer and support medication in line with the Trust's policy;
- Attend staff meetings and training sessions when required;
- Undertake financial management and recording of day-to-day petty cash in accordance with the policy;

- Arrange replacement cover for staff holidays and other absences;
- Undertake sleep-in duties as per the rota;
- Be a positive role model for colleagues and young people;
- Ensure ongoing assessment of children and young people's needs;
- Maintain effective communication and contact between young people and families as required;
- Ensure staff deliver the support required to meet the young people's social, educational, leisure, emotional, physical and cultural needs;
- Ensure a supportive and open culture is created with the young people in our care;
- Use own initiative and problem-solving skills in order to make informed decisions;
- Undertake all administrative duties as required.

Safeguarding, health & safety and healthy eating

- The Charity is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area;
- At all times ensure the health, safety and well-being of the children and young people;
- Share our commitment and values and promote healthy eating.

General duties:

- Ensure implementation of the Charity's Health & Safety, Safeguarding, Equal Opportunities policies and practices at all times to create a safe working environment for all;
- Perform duties with due regard to Charity policies and procedures and legislative requirements (to include confidentiality and GDPR regulations) at all times;
- Undertake CPD and additional training as required;
- All other reasonable duties as required.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Carry out such other duties as may be allocated from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS and continued subscription to the DBS Update Service.

To apply for the role please visit our website to download an application form at <https://www.talbothousecc.org.uk/jobs-at-talbot-house> alternatively complete the attached application pack, using the job description and personal specification to help you complete the additional skills, knowledge and experience section of the form.

We can only accept a completed Charity application form for this role. We are not able to accept CVs for this role, if you submit a CV it will not be reviewed. Please view our safer recruitment policy. Please do not hesitate to contact the Charity's HR Department for help should you require this.

Personal Specification:

| | CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE | CRITERIA ESSENTIAL / DESIRABLE | EVIDENCED |
|----|--|---------------------------------------|------------------|
| | QUALIFICATIONS, TRAINING, KNOWLEDGE & EXPERIENCE | | |
| 1 | Basic education – English, Maths and ICT | E | A |
| 2 | NVQ/QCF Level 3 Children and Young People’s Workforce (if does not hold the correct L3, must demonstrate willing to, and have the ability to, work towards essential) | D | A |
| 3 | If correct L3 is not held, the applicant must have the ability to, and demonstrate willing to, compete the NVQ/QCF Level 3 Children and Young People’s Workforce | E | A/I |
| 4 | Understanding of residential childcare, or Experience of social or community work, or Experience of working in a children’s residential care environment | E | A/I/R |
| 5 | Knowledge, understanding, committed to and previous training in Safeguarding | E | A/I/R |
| 6 | Understanding and knowledge of child-centred approach and the importance of routine, boundaries, consistency etc. | E | A/I/R |
| 7 | Knowledge and experience of conflict resolving strategy | D | A/I |
| 8 | Knowledge and understanding of childcare theory | D | A/I |
| 9 | Knowledge of the Children Act 2004 | D | A/I |
| 10 | Working knowledge of health and safety in a childcare setting | D | A/I |
| | SKILLS & ABILITIES | | |
| 11 | Ability to communicate effectively both orally, electronically and in writing and to produce a variety of information to aid decision making | E | A/I |
| 12 | Able to exhibit sensitivity and assertiveness | E | A/I |
| 13 | Ability to demonstrate knowledge and understanding of the needs of children adolescents and their potential | E | A/I |
| 14 | Ability to maintain written records, write reports and keep cash records | E | A/I |
| 15 | Ability to motivate and engage young people in group activities | E | A/I |
| 16 | Ability to organise tasks independently and efficiently | D | A/I |
| 17 | Ability to multitask and work flexibly to meet the demands of the post (duties and availability) | E | A/I |
| | PERSONAL QUALITIES | | |
| 18 | Practical care skills including some cooking and supervision of meals, welfare, domestic and social duties which meets the day-to-day care needs of young people | E | A/I/R |
| 19 | Willingness to physically intervene if young people’s behaviour is dangerous to others or themselves | E | A/I/R |
| 20 | Good role model with a can do attitude | E | A/I/R |
| 21 | Self-motivated and able to use own initiative | E | A/R |
| 22 | Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving | E | A/I/R |
| 23 | Work as an individual | E | A/I/R |
| 24 | Work as part of a team | E | A/I/R |
| 25 | Work under pressure as a positive individual or as part of a team | E | A/I |
| 26 | Willingness to work flexibility | E | A/I/R |
| 27 | Driving licence and own vehicle | E | A |
| 28 | Clean and smart appearance | | I |
| 29 | Great sense of humour, enthusiasm, energy, integrity & a positive outlook | E | I |
| 30 | Enhanced clearance from Disclosure and Barring Service | E | Certificate |

A = Application Form, I = Interview, R = Reference