

Job Description and Person Specification



Job Description

Job Title	Senior Residential Childcare Worker
Grade	6
Service	Looked after Children
Reports to	Registered Manager
Location	Coventry City Council – citywide Children's Homes
Job Evaluation Code	A5865



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

To support a culture and ethos within the home where management and staff understand the importance of relationship-based practice in order to improve outcomes for children.

- Directly managed by the Deputy / Team Manager; a Senior RCW is an integral part of the management team, offering frontline support and informal supervision. Strong leadership ensures the standards for good quality childcare practice and its delivery, are clear, maintained, and consistent within the residential/house project teams. The Senior RCW offers advice, guidance, leadership, direction, and accountability of residential staff through supervision, handovers, and situational management.
- They must have sound values, confidence to address others, good communication skills and a strong practice and reference knowledge base. It is a vital role in ensuring consistency of practice throughout the team.
- They will support the Registered and Deputy / Team Manager in the day-to-day management of all operational services within the designated service area in accordance with legislative and policy requirements and maintain service delivery in the absence of the Registered and Deputy Manager.
- They will support the Registered Manager in developing and managing a high quality and efficient service to meet the needs of children accommodated into Residential Social Care and will support the staff and children in achieving positive outcomes.
- They are responsible for assisting the Registered and Deputy Manager to ensure that all systems and functions of the home comply with the Children's Act, other relevant legislation, the Children's Homes Regulations [2015] and the Quality Standards.
- The Home is required to provide a safe environment for children who are in need of protection or who have a range of needs and / or behaviours. The Senior RCW will effectively safeguard children through taking appropriate action and liaising with partner agencies.

Main Duties & Key Accountabilities

Core Knowledge

- To work with the Deputy / Team and Registered Manager and contribute to the planning, delivery, and review of services within residential social care.
- To monitor and maintain standards against agreed criteria and objectives and to implement quality assurance systems, which reflect agreed good practice, and involve work with children, their carers, family, and friends in accordance with Coventry City Council's equal opportunities policy and legislative requirements.
- To provide verbal and physical support as necessary, the role involves weekend / evening and sleeping in duties as part of your shift pattern.
- To work with keyworkers to ensure that plans and other key responsibilities and deadlines are adhered to.
- To take part in a wide range of service and establishment inspections.
- To provide effective support to staff team/s. Identify gaps in knowledge and skills and support with the implementation of training plans. To have overview of individual professional development through the supervision and appraisal process.

- To report to the Registered Manager or Deputy / Team Manager on those matters which may require more senior management decisions or might have wider implications for the service or the authority.
- To support the Registered Manager in managing the home's day to day finances (petty cash / i-procurement) within guidance and policy as set out by the City Council
- To manage resources effectively, including budgets, buildings, equipment etc., under the Children's Home Regulations [2015] and City Council's Policy and Procedures.
- To manage staffing resources flexibly and efficiently in accordance with Council and Home procedures.
- Whilst providing appropriate boundaries to children who may need assistance in managing behaviour, it may be required at times to physically intervene to maintain the safety of the children, others or prevent significant damage to property.
- To produce detailed reports to situations / incidents that warrant such.
- To oversee residential staff offering practice guidance, advice on report writing as necessary and ensuring that timescales for producing reports are adhered to.
- To support staff to promote and build strong and effective relationships with children and achieve appropriate outcomes.
- To know and understand each child's and the home's risk assessment. Ensuring that risk assessments are evaluated and updated as necessary, and that residential practice is informed by them.
- To understand the matching and admission process for children, to support transition plans within the wider care system, to facilitate initial visits and to support staff in planning for children to leave the home and transition to other services.
- In the absence of the Registered / Deputy Manager, co-ordinate, attend and, where appropriate, chair service, staff and professional meetings as required.
- To work in a co-operative manner with other agencies to achieve joint objectives and provide complementary services.
- To ensure effective communication to all staff through written information, team briefings and staff meetings.
- To provide informal and in some cases formal supervision in accordance with agreed policies to inform the appraisal process.
- To oversee and support residential staff with link worker responsibilities, providing guidance and direction where necessary.
- To audit files and provide feedback through supervision and the link work meetings process.
- To contribute to training strategies that reflect the objectives and targets of the service which promote and maintain a learning culture within the workplace. To undertake essential training to fulfil this.
- To provide necessary information as required and to ensure recording systems meet procedural and legislative requirements for finance, H&S including fire precautions and other records.
- To be responsible for leading, promoting and ensuring that anti-oppressive care practices are adhered to.
- To adhere to existing working practices, methods, procedures, undertaking relevant training and development activities and responding positively to new and alternative systems. It will be necessary to work with all information technology and associated systems in accordance with Council policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Any other duties, projects, services, and responsibilities within the range of the salary grade.

Key relationships

External Health inc. CAMHS Education Police GP practices Probation Ofsted Independent Visitor Public – children’s families, friends, local community Any other relevant partners	Internal Registered Managers Deputy Managers Senior Childcare Workers All service areas in Childrens Services Social Workers Human Resources LADO Any other relevant partners
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

As directed by Residential
Management

Person specification

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Knowledge	
<ul style="list-style-type: none"> Understand the full range of needs of children who become 'looked after' 	
<ul style="list-style-type: none"> Knowledge of relationships and their impact on children coming into and leaving care. 	
<ul style="list-style-type: none"> Some knowledge of how to create, sustain and end relationships; what causes breakdowns and the problems associated with dysfunctional relationships. 	
<ul style="list-style-type: none"> An understanding of the various reasons children come into care and the various pathways into care. 	
<ul style="list-style-type: none"> An understanding of the legal, procedural and policy context of residential childcare. Able to transfer that understanding to the day-to-day direct work of staff and advise where necessary. 	
<ul style="list-style-type: none"> An understanding of current Child Care legislation across services including the Children's Home Regulations [2015], Working Together to Safeguard Children. 	
<ul style="list-style-type: none"> Knowledge of Health and Safety at work and how to work to relevant risk assessments that are in place and support staff to do so where necessary. 	
<ul style="list-style-type: none"> Some knowledge of Coventry Children's Safeguarding Partnership procedures and the risk management of children who are / may be at risk. 	
<ul style="list-style-type: none"> Have an understanding of equal opportunities and discrimination and how to ensure issues of discrimination are addressed appropriately. 	
Skills and Abilities	
<ul style="list-style-type: none"> Able to support the Registered and Deputy / Team Manager in ensuring staff work in an anti-discriminatory / anti oppressive way and ensure that staff are able to develop a good understanding of these values and how they should be incorporated in day-to-day work. 	
<i>Management skills:</i>	
<ul style="list-style-type: none"> Demonstrate effective time- management, organisational and planning skills. Able to work on own initiative but seek support when necessary. Able to support the Deputy / Team and Registered Manager implementing key tasks and objectives and delivering these to staff. Able to represent the organisation in a professional and credible manner at all times. 	
<i>Leadership skills:</i>	
<ul style="list-style-type: none"> Able to support the staff team through difficult and challenging situations or an unpopular change process. Able to recognise issues that require the attention of the Deputy / Team and Registered Manager with regard to alleged misconduct of any employee and notify them accordingly. Able to make decisions within a short time frame when necessary. 	

Team building:

- Ability to work in conjunction with others in service teams and direct the work of colleagues where appropriate.
- Ability to promote and develop the professional skill base of the team members.

Staff development:

- Able to provide formal and informal supervision, identify appropriate Personal Development plans and ensure implementation and review, as necessary.
- Able to support staff in developing skills and knowledge.
- Able to liaise with the Deputy / Team and Registered Manager identifying and incorporating the homes training plan into the yearly business plan.

Communication - written and verbal:

- Demonstrate skills in communicating effectively via written reports, email, media presentations, multi professional meetings etc.
- Able to hold discussions with parents, children, colleagues and other professionals and present cases and pass on information articulately.
- Support the Deputy / Team and Registered manager in ensuring information they may need to provide is factual and accurate.
- Able to support staff in developing skills in communicating with children and their families who are difficult to engage.
- Able to participate and contribute effectively to meetings relating to staff or children.
- Able to give clear instruction and advise staff whilst they are working directly with children.
- Able to support and give feedback to staff who compile relevant reports.

Direct work with children:

- To provide nurturing care including emotional support and implement appropriate boundaries to behaviour.
- Able to understand the complexities of group living and transition to independence, able to plan group work with the children whilst understanding the impact of group dynamics and to support staff with direct work in groups.
- Advise and support staff with 1-2-1 direct work and focus work with children and their families.
- Able to advise staff of appropriate strategies to use in direct work with children and their families.
- Able to anticipate, diffuse and deal appropriately with situations of verbal and physical conflict and physically intervene, when necessary, as indicated by legislation and local guidelines.
- Able to understand some Social Work models / theories and support RCWs in their implementation via direct work with children and families.
- Able to support staff in encouraging children to express their wishes and feelings and act as advocate when necessary.
- Able to ensure that the welfare of children is safeguarded and advise staff on implementing strategies that ensure children's exposure to risk is minimised.

- Able to assess needs, plan, review, analyse, develop, and implement care programmes for young people and ensure PEPs, Placement plans, Care plans and Pathway plans are appropriate to the needs of the children and in line with the home / service objectives.

- Competent in numeracy in order to handle petty cash, manage a petty cash budget and monitor shortages, ensuring all financial transactions are recorded in line with the home / City Council policies and reporting to the Deputy / Team / Registered Manager, as necessary.

- IT skills including word processing, Excel Spreadsheet, PowerPoint, Teams, and database applications.

Experience			
<ul style="list-style-type: none"> • Experience of direct work with children who may present a range of needs and /or behaviours. 			
<ul style="list-style-type: none"> • Experience of creative and innovative approaches to engage vulnerable and hard to reach children. 			
<ul style="list-style-type: none"> • At least 2years experience of working in a children's residential setting. 			
<ul style="list-style-type: none"> • Experience of recording sensitive information, maintaining case files, and adhering to confidentiality policies. 			
Qualifications			
<ul style="list-style-type: none"> • Professional qualification relevant to working with children, which must be at minimum of Level 3 / 4 Diploma in Residential Childcare. 			
<ul style="list-style-type: none"> • Hold or work toward a First Aid qualification 			
Special Requirements			
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).			
Date Created	July 2022	Date Reviewed	October 2023