

Job Description and Person Specification

Relief Residential Children's Worker

Job Details	
Grade	5CS
Service	Children's Services
Location	Coventry City Council – citywide Children's Homes
Job Evaluation Code	L3622D

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

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.

To provide good quality care to young people, male and female aged 10-18years with a range of needs and / or emotional and behavioural difficulties within a residential care setting.

To promote and practice to the highest of standards in direct work with children and young people, to include assessment, formulation and delivery of agreed plans, review of progress and case recording.

To assist in the administration and efficient operation of the home in order to safeguard children, ensure health and safety procedures are followed and a clean and tidy environment is maintained.

To work as part of a team in carrying out daily care tasks to support children and young people, to include laundry, cooking, promotion of education, health and hygiene and activity programmes.

To act where required as “link worker” to individual children and young people and to take a specific interest in their welfare and progress within the home, representing their interests in meetings and professional arenas.

Main Duties & Key Accountabilities
To work hours as directed by the Registered Manager as part of a 24/7 working rota, including sleeping-in duties on a regular basis.
Providing for the individual needs of young people in co-operation with other team members.
Partake in general running of the home including cooking, cleaning, and other housekeeping duties.
Liaising with relatives, other significant people and outside agencies to ensure coherent planning and care for the children.
Forming relationships with young people which will facilitate the care and assessment process and encourage them to participate fully in the opportunities offered by the Home.
To participate in any required assessment activity, providing verbal and written contributions to reports, as necessary.
To maintain continuous professional development through taking part in training, supervision, and performance management.
To develop expertise in behaviour management, to include techniques of de-escalation, diversion, and avoidance of anti-social behaviour.
To stay familiar with all relevant Departmental policies and procedures.
To attend and take an active part in team meetings and home programmes of work.
To promote awareness of racial, cultural, and religious issues and anti-oppressive practice.
To maintain financial, fire, health and safety and home records as required by the Home's Manager.
To take a lead role in specific named areas of operation and development of the home.
To mentor and support new Residential Children's Workers.
To take responsibility for leading and planning activities and delegation of work on a shift.
The Level 3 Diploma in Residential Childcare will need to be completed within 2 years of commencing work at the home. This is in line with the Children's Homes Regulations [2015]. Failure to gain the qualification within the timescale of 2 years would lead to inability to maintain the role and / or employment.
To transport children and young people as necessary to follow their placement or activity plan and have a valid UK driving license in order to drive council vehicles as required to run the home efficiently.
To operate as necessary, should the need arise, in other Coventry Children's Homes.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	Health Education Police GP practices Probation Ofsted Independent Visitor Public – children’s families, friends, local community	Internal:	Registered Managers Deputy Managers Senior Childcare Workers All service areas in Childrens Services Social Workers Human Resources LADO

Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Knowledge of child development.
Knowledge	Understanding of the effects of separation and loss in young people and the implications for those caring for them.
Knowledge	Understanding of confidentiality.
Knowledge	Knowledge of relevant Child Care & Health and Safety legislation.

Knowledge	Knowledge of the effective use of Care Plans.
Skills And Ability	Ability to relate to young people.
Skills And Ability	Ability to understand and work with young people who have a range of needs and / or behaviours.
Skills And Ability	Ability to understand own duty of care, to safeguard and promote the interests of young people and challenge inappropriate practices.
Skills And Ability	An ability to analyse and reflect on own practice, to be accountable for own behaviour and the consequences of own actions.
Skills And Ability	The ability to demonstrate an understanding of own Self, self-motivation, and the impact of own personal experiences.
Skills And Ability	Strong communication and IT skills
Skills And Ability	The ability to work under pressure, independently and as part of a team.
Skills And Ability	Ability to engage, communicate and work effectively with families and staff from other agencies and disciplines.
Skills And Ability	Demonstrably child / young person centric, outward looking and outcome focused.
Skills And Ability	Able to set and maintain the highest standards in professional relationships.
Skills And Ability	Commitment to equality of opportunity and the ability to demonstrate that commitment through employment practice and in the delivery of services.
Skills And Ability	The ability to work outside of normal office hours, and at weekends and holidays.
Skills And Ability	Energetic, enthusiastic and enjoys working as part of a team.
Skills And Ability	A strong belief in continuous improvement and commitment to professional updating and personal development.
Skills And Ability	Ability to lead and develop more junior members of the team.
Experience	Experience of direct work with young people aged 10+ who may present with a range of needs and / or behaviours.
Experience	Experience of working in a children's residential or similar setting.
Qualification	Hold or undertake training to include: <ul style="list-style-type: none"> - the Residential Induction - the Diploma in Residential Childcare or equivalent and complete the qualification within 2 years from the point of employment
Qualification	First Aid.

Qualification	Basic Food Hygiene.
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).

Declaration			
Reviewed/Created By:	Tim Green		
Job Title:	Operational Lead for Residential	Date:	March 2025