

JOB DESCRIPTION

Job Title:	Children's Residential Care & Support Worker – part-time 20 hours per week
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Directorate:	People Directorate	Salary:	£16,623 - £19,535 p.a. Including £394 London Weighting (FTE £30,753 - £36,141 p.a. Including £729 London Weighting)
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Section:	Children's Specialist Support	Grade:	BG-H (SCP 15 – 24)
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Location:	Larchwood	Work Style:	Fixed (Shift work)
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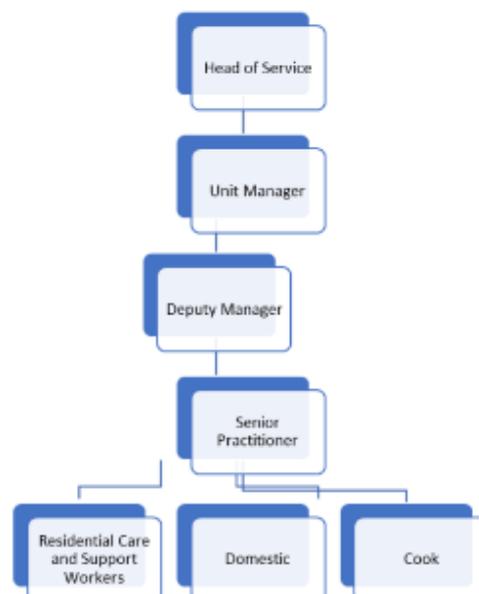
Key Objectives of the role

To contribute to the provision of high-quality short break care for children and young people with learning and physical disabilities, ensuring children's views are heard.

As a member of the Larchwood Team, you will be required to work within the context of relevant legislation and the assessed needs of the children and young people accessing the service; to adhere to relevant policies, procedures and guidelines.

To display a commitment to the protection and safeguarding of children and young people.

Designation of post and position within departmental structure



Daily and monthly responsibilities

Direct Work with Children and Young People

- To support the delivery of a range of short break care options at Larchwood. These will include the delivery of both overnight care and daytime care during the week and at weekends.
- To provide fun and challenging activities that meet the children and young people's individual needs.
- To support with all aspects of personal care, medication and behaviour support when required and in accordance with the child/young person's care plans and risk assessments.
- To contribute to ensuring that Larchwood maintains an environment of nurture and a total communication approach, which promotes independence for all children and young people preparing them for adulthood.
- To provide individualised support both at Larchwood and in the community.
- To develop and support a wide range of activities for the children and young people using the service in response to their wishes, views and feelings.
- To promote the welfare of children and young people and to contribute to ensuring that children are safeguarded from abuse.

Legislative responsibilities

- To be fully aware of the requirements of the Children's Homes Regulations and Ofsted as these apply to the Larchwood Unit and to work in accordance with them.
- To be conversant with Larchwood's Statement of Purpose and to ensure that working practices are reflective of the Statement of Purpose.
- To work within the policies and procedures of Bracknell Forest Council and all Larchwood specific policies and procedures including but not limited to safeguarding, personal care, behaviour management, administration of medicines and record keeping.

Keyworker Responsibilities

- To develop and implement individual care plans, which are consistent with national guidance for person centred planning and include clear individual risk management strategies.
- To liaise with families and other agencies in relation to the needs and wishes of the individual child/young person, complying with the requirements of appropriate confidentiality and individual choice.
- To attend all relevant meetings such as Annual Review, Child in Need and Team Meetings, plus any other relevant meetings as required.

- To maintain and write records and reports on children and young people in accordance with Larchwood's procedures, maintaining confidentiality at all times.

Other Duties

- To participate, on occasion, in the delivery of respite care and support for the children and young people away from the unit to enable them to attend weekend activity breaks at approved centres or other risk assessed locations.
- To be responsible for and complete key tasks as designated in the workforce development plan and any service plan.
- To participate in all appropriate internal/external training as identified through the supervision and appraisal system, and to follow a personal development programme for utilising the skills and knowledge gained.
- To comply with the flexible working arrangements required by the Unit, to meet the assessed needs of the children and young people.
- Staff with the relevant qualifications may be requested to provide sleep support alongside our Sleep Scotland trained team. There may also be occasions when we offer support through our 'On the move' activities, this short break provision would occur within the community.
- To undertake additional duties as required and commensurate with the level of the post.

Scope of role

To be aware that the Larchwood provision is inspected by Ofsted. As such, individual support staff have a crucial role to play in enabling Larchwood to demonstrate the delivery of safe, flexible and supportive short break care packages within the unit and independence work within the community.

The post holder will be working directly with children and young people with a range of learning and physical disabilities. Appropriate training will be provided.

The post will have no specific budgetary responsibilities, but the postholder will be required to handle and account for petty cash as required.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Level 3 Diploma for Residential Childcare /N.V.Q. Level 3 in Caring for Children and Young People, or equivalent relevant qualification.</p> <p>Experience of working with children.</p>	<p>Positive Behaviour Support trained.</p> <p>Experience of working with children with additional needs and their families.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good verbal and written communication skills and ability to work within care standards.</p> <p>A commitment to the principles of respect, independence, choice and inclusion and an understanding of the practical implications of this.</p> <p>The skills to plan and support individuals in the unit, and community-based opportunities.</p> <p>Competent in writing professional, clear and accurate reports as required for individuals.</p> <p>Willingness and ability to undertake work related training and utilise new skills and knowledge to enable improved support.</p> <p>Confident in IT systems.</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people.</p>	<p>Experience of individuals with challenging behaviour, self-injurious behaviour, autism and mental health issues.</p> <p>Experience of using a variety of communication methods.</p> <p>Previous experience of working in a caring environment and/or with people with a learning difficulty or disability.</p> <p>Experience of working as part of a team.</p>
Work-related Personal Requirements	<p>Ability to work under pressure.</p> <p>Experience of managing challenging behaviour.</p> <p>Capacity to relate to and empathise with individuals with a learning difficulty and/ or disability.</p> <p>Ability to undertake risk assessments and implement risk management procedures.</p> <p>Capable of liaising professionally with families and other agencies.</p> <p>Able to undertake training to dispense medication as required and</p>	

	in line with relevant legislation and departmental procedures.	
	Receptive to new ideas and able to accept changes.	
Other Work Requirements	<p>Able to work within the manual handling policy of BFC.</p> <p>Flexibility in patterns of work to support the service and needs of individuals.</p> <p>To work in a variety of settings including Larchwood Short Break Unit, leisure and recreational settings, and potentially residential trips away.</p> <p>Able to travel to and from work settings in unsociable hours.</p> <p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>Applicant prepared to obtain a driving licence to enable them to travel for work purposes and drive council owned vehicles as required.</p> <p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>	<p>Driver, prepared to use own car for business purposes.</p> <p>Willingness to drive a minibus subject to training and authorisation.</p> <p>Holds a current driving licence.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

