



Brighter
Futures for
Children

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Residential Childcare Officer

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none">Residential Child Care Officer
Reports to:	<ul style="list-style-type: none">Home Manager
Grade and Salary:	<ul style="list-style-type: none">RG3-RG4b (SCP 5-17 with gateway at SCP 7 & progression at SCP 11) Full Time
Location	<ul style="list-style-type: none">Pincroft Residential & Cressingham Short Break, Reading
Conditions:	<ul style="list-style-type: none">37 hours per week, shifts
Direct reports to the post:	<ul style="list-style-type: none">N/A

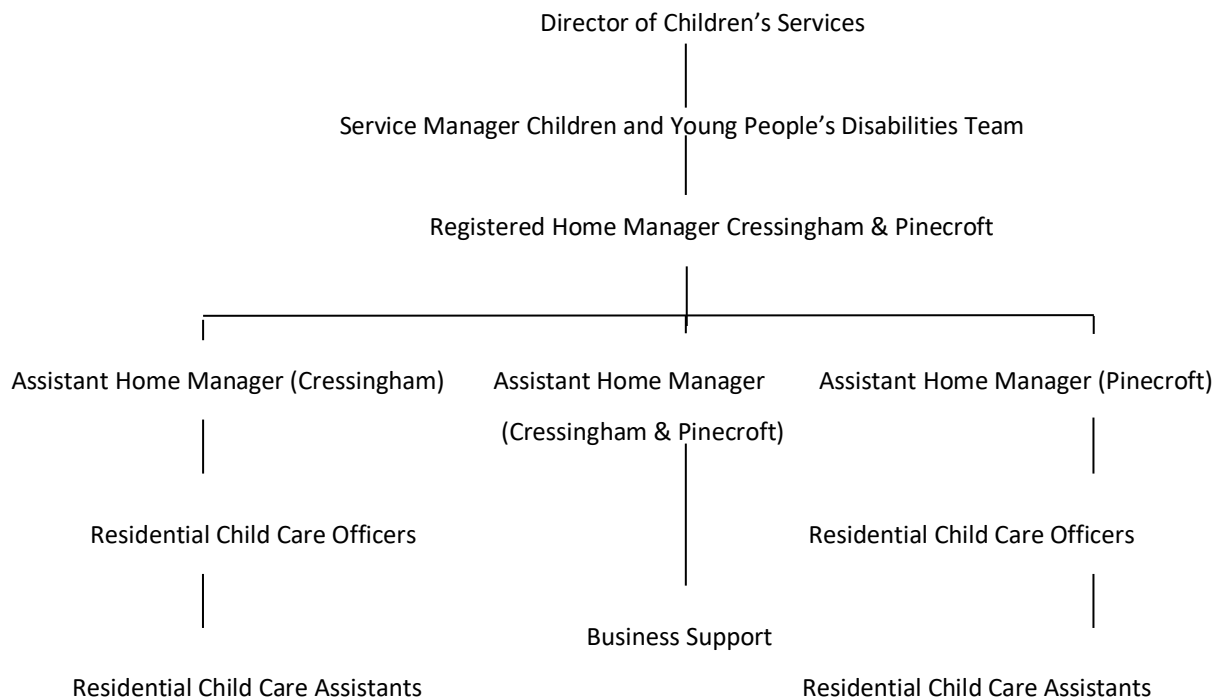
Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

- To assist the Home, staff and Managers in the delivery of good quality physical and social care to children and young people between the ages of 8-18 who have a learning and/or physical disability. To promote the departmental policy of maintaining independence, choice, rights, fulfilment, privacy, dignity and equal opportunities.
- To provide support focussed on individual needs to ensure a positive and enjoyable outcome to help children and young people achieve and aspire and prepare them for the transition to adulthood.

Designation of Post within Company Structure



1. Your role

- Develop care plans and risk assessments with information received from parents and other professionals.
- To participate in planning and meeting physical, intellectual, social and emotional care needs of each individual client. This will include personal care routines, pad changing, bathing, using hoists, slings and manoeuvring of wheelchairs.
- Assess risks and ensuring vulnerable children are safe.
- Dealing with behavioural difficulties and vulnerabilities empowering the client to overcome them.
- Attend Looked After Children (LAC) reviews, educational reviews and Child Protection (CP) conferences, participating and giving input
- To assist and promote children and young people's communication utilising communication skills aids and systems. This will typically include Picture Exchange Communications System (PECS), Makaton, signs and symbols and objects of reference. Encourage and support Children and Young People to participate in the opportunities offered by the home
- To participate in a duty rota and carry out sleeping-in duties.
- To assist children and young people through change, including arrangements for referral, admission, discharge and transition.



- To organise and participate in leisure and other activities in and outside the Home.
- To liaise and work in partnership with colleagues, relatives, carers and other relevant professionals on behalf of children and young people. To respond to complaints and compliments positively and pro-actively.
- To help create a suitable safe living environment as set out by the Home's Statement of Purpose. This will mean working within legal frameworks and departmental policies and procedures.
- To work as a team member to be jointly responsible for the smooth and efficient management of the Home. To operate within BfC code of conduct. To maintain confidentiality at all times and data protection legislation.
- Respond to the diverse needs of all the children and young people using the service on both individual and group basis.
- To have knowledge of individual health care plans and the medicines to be administered as covered by medication policies and procedures.
- To have knowledge and understanding of Epilepsy and a wide range of health care issues.
- Take responsibility for the administration, recording and storing of medicines in line with internal policy. To administer first aid
- As a 'Key Worker' there is a responsibility for the upkeep of client files and the sharing of information with the team, other professionals and families.
- To participate in internal and external staff training, including supervision, appraisals and attending staff meetings.
- To be able to create and maintain written and computerised records and reports.
- To report instances of poor practice and any matters affecting the safety or wellbeing of service users and have knowledge of child protection procedures and implement them.
- To be willing to access resource material that will support the client group in development, learning and play.
- To undertake catering, cooking and general household cleaning duties as required meeting the needs of the Home. To share meals with staff and young people.
- To be non-discriminatory and non-judgemental in practice.
- To promote individual equality and diversity.
- To have an understanding of the importance of risk assessments



- To be able to recognise the boundaries of your role and responsibilities and know when to seek advice and guidance from senior colleagues.
- To co-operate with BfC in complying with relevant legislation, policies and codes of practice that are subject to all employees.
- To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

2. Relationships – who you will work with

External:

Develop and promote strong partnerships with:

- Social Workers
- Schools/ School transport
- Health Professionals
- Any other relevant agencies

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.

Criteria to progress through the Gateway to spine point 8:

- To be able to shift lead and assist/advise other staff, relief staff and agency workers and deploy them appropriately as required.
- To be responsible for health and safety, security of the building and fire and emergency procedures, ensuring that all faults/hazards are reported, recorded and actioned.
- To understand all relevant H&S checks and procedures and be able to monitor that they are being carried out i.e. Fire, water, Home certificates, gas, landlord etc



- Have knowledge of safeguarding procedures and be able to trigger these proceedings where required understanding who has to be contacted and informed and the timescales involved
- Have a clear understanding of the missing persons protocol and how to activate the procedure
- Understand the process of safeguarding and what needs to be reported and in what format and priority
- Attend LAC /Short break reviews and represent the Home in a professional manner
- Develop and sustain working relationship with Social Workers Schools transport and any other relevant agencies
- To be able to create risk assessments
- To understand the booking and cancellation system
- To be able to create care plans and ladders/goals and achievements
- To be able to create and maintain life story work

Criteria to progress to RG4 (spine points 11 to 17):

- To be trained, confident and competent in the use of suction machine, postural draining, gastro feed/medicate (tube and machine) change buttons and withdraw/replace water in buttons as required. To be able to use specialist equipment such as an acheeva type bed and be able to provide current evidence of these competencies from a qualified person.
- Have a clear understanding of external and internal procedures in relation to Regulation 40 – Notification of Serious Events to Ofsted
- Be able to create and submit detailed reports linked to Home BfFC/Ofsted issues
- Undertake complex administrative tasks regarding bookings and transport
- Provide clear evidence of partnerships working and assisting colleagues where possible in providing information i.e. HR- accounts and finance
- To be able to monitor YP files and ensure that the content is current, and all required documentation is in place
- To be able to mentor new staff and volunteers Student or otherwise
- To have an understanding of specific legislation Vol 2 and Vol 5 children’s act- Quality Standards and the children’s homes regulations and be confident in its application where necessary

5. Personal Attributes

- Caring nature, good interpersonal skills, non-judgemental attitude and awareness of anti-oppressive behaviour.
- Flexible and consistent approach, sensitive to individual needs.
- Ability to cope in difficult/stressful and challenging situations that may be confrontational or aggressive.
- To remain calm and objective in confrontational situations training and support will be provided and is mandatory.
- Flexibility e.g. shifts work including evenings, early mornings, weekends and Bank Holidays. Shifts do not always end at the time stated on the rota as unforeseen situations do arise at times.
- Staff may be required to undertake night duties and cover staff sickness, annual leave etc. at short notice period.
- Sleep-in duties are part of this role and so staff would sometimes be away from home for a 24 hour period if a sleep-in is before or after a worked shift.

6. Scope of Job (Budgetary/Resource Control/Impact)

- To ensure that the principle of good value is used when purchasing goods/equipment for the Home. To be responsible and accountable for petty cash, shopping budgets and young people pocket money.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	N/A
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	Level 2
Please specify responsibility for implementing the company's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised	N/A

and that actions are taken and monitored to mitigate risks identified	
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	N/A

Qualifications & Education

Essential:

- NVQ level 3 in Child Care/ QCF level 3 in Children’s Workforce or equivalent or a willingness and ability to demonstrate a commitment to undertake this qualification.
- Knowledge of the principles of good practice in residential care, specifically, but not restricted to safeguarding and every child matters.
- Ability to write specific reports and to complete statutory forms and administration in written and computerised format.
- Attendance of statutory/mandatory courses (some may have a physical element to them i.e. moving and handling or restraint training).

Experience

- Experience in working with this client group or similar is desirable.
- Able to transfer creative and practical interests to the client group - arts, crafts, collages, song and mime are examples.
- Previous experience in planning and organising groups, social events and outings.
- Have a working knowledge of the Quality Standards (or Care Quality Commission Standards if transferring skills to this post).
- A working knowledge of administering seizure medication

Skills, Abilities & Competencies

- Good written and verbal communication skills with English currently being the first language of communication in this post.
- Ability to communicate clearly with residents, staff, families and relevant agencies.
- Ability to read and write clear legible reports. Ability to send, receive and read e mails, ability to create a document, prepare a report and then store file/send as required. Ability to input data onto a pre-programmed system.
- To manage people and problems tactfully.
- To apply initiative in managing tasks. Learn how to access a wide range of resource material in order to support client group.



- To use observations and reporting skills in Health and Safety and protection issues.
- To have an understanding of teamwork and listening skills.
- Have a desire to keep themselves and others aware of developments in childcare theories and practice.
- A driving licence with no more than 6 points with the willingness to drive the Home vehicles would be an advantage.

Additional Working Requirements

Essential:

- E.g. Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.