



Brighter
Futures for
Children

brighterfuturesforchildren.org

Residential Child Care Practitioner

Job Description & Person Specification



Contents

Job Information	3
Who are we?	3
Job purpose:.....	3
Main Duties and Responsibilities	4
2. Relationships – who you will work with.....	5
3. What your performance will be measured against	5
5. Personal attributes:	6
6. Scope of Job (Budgetary/Resource Control/Impact)	6
7. Special/Other Requirements/Responsibilities of this Post	6
Person Specification. Person Specification	7
Qualifications & Education.....	7
Experience.....	7
Skills, Abilities & Competencies	7
Additional Working Requirements	7

Job Information

Post Title	<ul style="list-style-type: none">Residential Child Care Practitioner
Reports to:	<ul style="list-style-type: none">Assistant Home Manager
Grade and Salary:	<ul style="list-style-type: none">Full time, permanent RG3-RG4 (SCP 5-17), £18,795 - £23,836 with gateway progression at SCP 7 & SCP 11 depending on experience) + 15% shift allowance pro rata
Location	<ul style="list-style-type: none">Whitley, Reading
Conditions:	<ul style="list-style-type: none">37 hours per week

Who are we?

Brighter Futures for Children is 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.

Brighter Futures for Children aims to improve outcomes for Reading's children, young people and families.

Job purpose:

Pineroft and Cressingham are OFSTED registered children's homes. Pineroft provides full time residential care, whilst Cressingham provides short breaks to children and young people who have a range of learning, physical and sensory disabilities and associated complex medical needs, aged 8-18.

The role of the Child Care Practitioner CCP is be part of a team who:

- Assist in positively and proactively promoting a person-centred caring environment through high standards of professional practice and responding to the diverse personal care, social and emotional needs of the young people in line with support/placement plans and risk assessments.
- Keyword young people, recognising their positive abilities and supporting and empowering them to develop the necessary skills to achieve and aspire and prepare for their transition to adulthood.
- Safeguard and promote the welfare of young people, assess and report areas of concern through the implementation of child protection procedures.
- Support the departmental ethos of maintaining independence, choice, rights, fulfilment, privacy, dignity, confidentiality and equal opportunities.
- Will be a positive and professional role model, building effective relationships with young people, within the service as well as parents, carers, staff and other external professionals.
- Promote the service and its role in the local community and beyond, building an atmosphere of trust and understanding that supports effective communication.

Main Duties and Responsibilities

- To work within legal frameworks, company and departmental policies and procedures. To maintain confidentiality and follow data protection regulations.
- To develop and maintain positive and trusting relationships with the young people which will promote a sense of security, ensuring that young people are fully involved in the decision-making processes affecting their lives.
- To ensure all young people's medical needs are met through the administration of medication, the implementation of dietary and nutritional requirements and/or use of manual handling equipment in line with their individual health care plans, Physiotherapy, OT and Dietitian recommendations.
- To have knowledge of a range of medical conditions associated to learning disabilities and be confident in undertaking non evasive clinical procedures such as: seizure management, enteral feeding, glucose and ketone readings, use of CPAP machines etc, within limitations of training and competence. Administering first aid where appropriate.
- To accompanying young people on appointments or accessing services as appropriate.
- To promote the development of young people's communication, cultural/religious identity, by supporting their participation in relevant activities and experiences
- To contribute and support the implementations of strategies to empower young people to manage behaviours that may challenge and be able to manage disruptive behaviour by establishing clear boundaries in a positive and consistent manner.
- To be responsible for the upkeep of young people's respective files and documents within agreed timeframes and the sharing of information with the team, other professionals and families.
- To create, maintain and review profile and support plans/placement plans, targets and risk assessments.
- To contribute to the planning and participate in review meetings (Child Looked After (CLA) reviews, Short Break (SBR) reviews, Child in Need (CIN) reviews, educational reviews, EHCP's and Child Protection (CP) conferences.
- Encourage young people to develop their full educational and vocational attainment by implementing IEP/PEP targets and recommendations.
- To actively encourage and support leisure and meaningful activities both inside and outside of the home, in accordance with individual young people's interests, choices and needs, to enable young people to take measured risks.
- To support young people through change, including admission, transition and discharge including the leaving care process.
- Participate in a duty rota, carrying out shift work and sleep ins.
- To create a safe living environment by carrying out Health & Safety and security checks of the home throughout the day. Recording test/check results and any significant occurrences and ensuring that all faults/hazards are reported, recorded and actioned.

- To maintain the necessary record keeping and administrative systems within the home to the expected standards through written, verbal and electronic communications, ensuring the young people's needs are effectively monitored, recorded and reported by the completion of accurate, timely and factual daily records and reports, including Incident/accident and behaviour monitoring.
- To attend internal and external training and meetings during the day, as may be deemed necessary to meet the duties and responsibilities of the post to improve knowledge and competency.
- To follow internal communication processes which enable you to keep up to date with any changes to the service and care provided to the young people.
- To undertake catering, cooking and general household cleaning duties as required, meeting the needs of the Home. To support young people during mealtimes.
- To accompany young people on holidays away where available and appropriate.
- To undertake lone working with young people as required through their profile and support/placement plan and supported risk assessments.
- To have a flexible approach across both services
- 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

You will develop and promote strong partnerships with families and carers, social workers, health professionals and 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 have completed and successfully passed BFFC probation scheme and Pinecroft & Cressingham's staff induction checklist.
- To have enrolled and be actively working towards achieving Level 3 Diploma for Residential Childcare
- To have completed all mandatory and specialist training and to have successfully passed all relevant assessments.
- To be able to consistently demonstrate that you can administer all prescribed and emergency medication to all young people.
- Clearly evidence that you are actively keyworking and able to independently complete all required tasks to the required standard and within the agreed deadlines

- To be able to shift lead and assist/advise other staff, bank staff and agency workers and delegate tasks appropriately as required.
- To understand all relevant H&S checks and procedures and be able to carry out or monitor that they are being carried out i.e. Fire, water, Home certificates, gas, landlord etc
- To have attended CLA /Short break reviews and represent the Home in a professional manner and demonstrate and sustained working relationship with Social Workers Schools transport and any other relevant agencies

Criteria to progress through Gateway to spine points 12:

- To have completed Level 3 Diploma for Residential Childcare or equivalent qualification.
- To be able to mentor and induct new team members and or volunteers.
- To be able to mentor and induct Health & Social Care students on placements.
- To be able to attend all meetings independently and competently represent the young people and the home.
- To be able to independently write reports to the required standard.
- To be able to demonstrate that you have developed your allocated area of responsibility within the service
- To be able to maintain YP and home files and ensure that the content is current, and all required documentation is in place

5. Personal attributes:

- Kind and caring nature
- Team player with good interpersonal skills with a flexible approach
- Ability to cope in difficult/stressful and challenging situations that may be confrontational or aggressive
- Ability to take care of own personal safety and work with management, so far is necessary, to enable compliance with company's health and safety rules and legislative requirements
- Uses initiative and problem solve
- Effective management of workload and achieve deadlines

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.

7. Special/Other Requirements/Responsibilities of this Post

- An enhanced DBS check is required for this post which includes a check against the list of people barred from working with children.
- Post holders will also have Level 2 responsibility for health and safety

Person Specification. Person Specification

Qualifications & Education

Essential:

- A willingness and ability to demonstrate a commitment to undertake Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma
- Driving license and willingness to drive home's vehicle

Desirable:

- NVQ level 3 in Child Care/ Level 3 Diploma for Residential Childcare or a qualification which is equivalent to a level 3 Diploma
- Registered and subscribed to DBS update system

Experience

Essential:

- Knowledge of the principles of good practice in working with people with learning disabilities and special needs
- Experience of working with children and young people with learning disabilities who have behaviours that challenge or require manual handling support during personal care

Desirable:

- Experience of working in a residential care setting with children and young people with learning disabilities
- Experience of working with families and social workers
- Experience in keyworking
- Experience of administering medication and non-invasive clinical procedures

Skills, Abilities & Competencies

Essential:

- Excellent communication skills (including verbal, written)
- Ability to analyse information and plan, review and implement relevant documents
- Sound understanding of ICT with good keyboard skills
- Ability to demonstrate resilience and manage stress

Additional Working Requirements

- 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.
- 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.

