

# Post Specification

## Post Specification - Key Information

- **Post Title: Residential Support Worker**
- **Date: June 2025**
- **Post Group Number: 7324**
- **Job Family: People Care and Development**
- **Job Family Role Profile: PCD7**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

## Service Area Description

This post is part of the children's home short breaks and inclusion service which works with vulnerable children and young people to ensure their needs are adequately assessed and provision made enabling them to access learning and social opportunities which support them achieve their potential.

## Purpose of this Post

To deliver positive meaningful support to children, young people and their families by providing short breaks and respite care in order to improve outcomes and avoid admission to care.

## Key Job Specific Accountabilities

- Work as part of a team within the Children's Home providing evidence of high standards of care as required in accordance with relevant legislation, procedures and policies and deliver the 'statement of purpose' for the home.
- Work as part of a team and individually to provide high-quality person-centred care to young people and their families based on their assessed needs. Provide a safe stimulating environment to support their development, including activities outside of the home.
- Build and maintain professional working relationships with children and young people and their families. Provide emotional health and wellbeing support and practical support to young people have a learning disability, autism and complex needs who can display behaviours that challenge.
- Undertake the role of Key Worker, and take a leading role in the upkeep of the children's personal care file and information, attend reviews and meetings in connection the service and children accessing it.
- Establish relationships with the community and links to support the young person's development.
- Support young people with their personal and health care including the administration of medication and support any clinical procedures in line with the councils policy and procedure
- Support young people to have their voice heard in all aspects of their care planning and experience of living in the home. Ensure that these are responded to and promote communication and participation with partner agencies liaising closely with parents and relevant professionals.

- Support the managers in maintaining appropriate standards of care which is of high quality and exceeds the regulatory requirements in line with legislation, council policy and procedure and health and safety executive.
- Support young people in the home as part of a cohesive team with the ability to undertake day to day household tasks and support young people to undertake these tasks too in order to promote their independence.
- Support children and young people by introducing strategies to deal with anger, self-esteem, grief and loss, attachment issues, anti-bullying, keeping safe and relationships. Including team teach positive behaviour support strategies.
- To assist with the upkeep and maintenance of the home ensuring standards of cleanliness and safety for children and young people and by assisting young people to take pride in their bedroom spaces and by maintaining good decorative standards in the home.
- Adhere to the practice of individual staff supervision and annual appraisal in order to maintain the highest possible levels of skill, expertise and personal development.
- Conduct all work in accordance with relevant policies, including compliance with equality and diversity procedures.
- Adhere to Council policies on confidentiality and information sharing giving due to consideration to the protection and well-being of the child as paramount.
- Contribute to the Council's emergency planning activity in a time of crisis.
- Support the Council's core values and corporate standards.
- Undertake sleep in and weekend duties in line with the homes rota system.
- Ensure that the Service is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices. To take reasonable care of your own health and safety.
- Enhance the Council's image within the community by promoting awareness of services and achievements and encourage greater public participation.
- Undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Delegated responsibility for the handling of petty cash and accountability for expenditure allocated.
- **Staff Management Responsibilities:** (Add details if relevant)
- **Other:** Maintaining and updating paperwork relevant to the young person's file and appropriate management of the residential home responsibilities. Use of ICT equipment including access to ICS

### Essential Criteria

#### **Qualifications:**

##### Essential

Diploma 3 in residential child care or equivalent NVQ3 or completion of the qualification within two years of appointment, or equivalent demonstrable experience.

Evidence of ongoing professional development.

##### Desirable

NVQ4, degree or equivalent in relevant professional area, Education, social care, childcare  
Counselling  
Parenting programmes

## **Knowledge:**

### Essential

Knowledge of current relevant national policies, statutory guidance and legislation in respect of children and young people who are looked after, including the children's home regulations and quality standards.

Knowledge of child development 8-18 inclusive

Knowledge of managing challenging behaviour

Understanding of Equality and Diversity issues

Knowledge of working with learning disabilities & or autism.

### Desirable

Awareness of Health and Safety requirements

Knowledge of the way in which partners work e.g. schools, health agencies housing providers

Knowledge of therapeutic crisis intervention strategies.

## **Relevant Experience:**

### Essential

Experience of working with individual children and young people 8 – 18 their families and/or Carers

Experience of working with other agencies and partners to improve outcomes for children and Young people

Experience of working within a residential setting supporting young people with challenging Behaviours

### Desirable

Previous experience of working in and a good understanding of the services provided by a Children's Services directorate

Experience of group work

Experience of parenting programmes

Experience of working with challenging families

Experience of working with children with complex needs

## **Skills:**

### Essential

High level of interpersonal skills

Ability to communicate at all levels with effective concise, relevant and accurate material both written and verbal, to meet the individual needs of children and young people and their families

Ability to prioritise and manage work effectively to reach agreed timescales and deadlines

Ability to deal with difficult, sensitive, emotional and stressful work

Ability to risk assess and respond to a range of situations

Ability to work within settings and the community independently

ICT competent in using Microsoft Word, Excel, Email and Internet

Ability to assess, complete and review a needs led child's plan

Good observation and active listening skills

Ability to manage confidential information

Ability to work on own initiative and as part of a team

Professional integrity, reliable, consistent, adaptable and resilient

Ability to motivate and develop others

A willingness to commit to ongoing professional development and training

Ability to show empathy and understanding of other views

Ability to administer medication including emergency medication as required

### Desirable

Group work skills including parenting programs

Awareness of the impact on children of emotional and social circumstances and events

Ability to produce quality court reports

Able to problem solve and offer solutions

### Disclosure and Barring Service (DBS) Checks

This post requires a DBS Check. The level of check required is:

- DBS Enhanced – Children Barred List

### Job Working Circumstances

- **Emotional Demands:** Ability to manage the emotional demands of the role which will be high and frequent.
- **Physical Demands:** Physical fitness in order to undertake and engage with young people on activities and also in order to undertake team teach refresher training every 2 years, or at any point as required in that period.
- **Working Conditions:** Ability to lone work and manage time for report writing. Sleep in and weekend duties. Ability to manage challenging behaviour from young people and families on a Regular basis

### Other Factors:

- Hours worked on a rota/shift basis
- Sleep-in requirements
- Be aware of and implement No Smoking Policy
- Be able to adjust at short notice rostered/shift hours due to staffing or other difficulties
- Able to use physical intervention and Team Teach Techniques as required by Policy