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| Role Profile | | | | |
| Role Description | Senior RCW | Function | | RCHM |
| Role Purpose | | | | |
| To act as a corporate parent and shift manager, ensuring the best care is provided whilst meeting and complying with Ofsted and the Quality Care Standards at all times. | | | | |
| Key Accountabilities | | | Key Measures of Success | |
| 1. **Provide shift management and support to the team**  * Undertake managerial and supervision activities in the absence on the Deputy Manager and/or Registered Manager * Ensure all daily tasks and activities are delegated and completed effectively * Conduct team supervision * Provide accurate and timely feedback to team members of actions and behaviours * Compete all shift and health and safety checks * Address any colleagues issues that may occur on shift * Coach, support and share experiences with team members to develop confidence and capability * Shadow the Deputy Manager and/or Registered Manager as and when necessary to develop on leadership skills and behaviours necessary to progress  1. **Provide effective safeguarding of young people in their care**  * Adhere to safeguarding polices at all times, operating in line with MAPA training/Team Teach policy and training * Ensure all necessary risk assessment are up to date and accurate * Supports peers to consistently work within safeguarding policies and procedures at all time * Fully understand the ‘Whistle Blowing’ policy and ‘Escalation’ policy and know when to apply these effectively * Positively engage with multiple agencies as and when necessary * Proactively keep the young people safe from any form of potential harm or abuse  1. **Support and develop the mental and physical health and wellbeing of young people in their care**  * Ensure all aspects of care are applied consistently in line with the Children Home Regulations Quality Standards * Attend LAC meetings and complete the necessary paperwork to support these * Apply effective methods to ensure the wellbeing of young people including risk assessments, core plans, learning about the individual etc. * Proactively address the mental wellbeing of the young people through effective stimulation, support, comfort, therapy and consistency * Work within the set behavioural management plans * Work within the set boundaries for the each young person to ensure a consistent approach * Understand and work within the individual health needs of each young person which may include but not exhausting   + Eating and diet plans where appropriate   + Administering the correct medication   + Attending medical/hospital appointments/health checks/dental/CAMHS * Engage with and work in partnership with multiple agencies to gain the right support for each young person  1. **Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people**  * Work within the agreed ‘Independence Plan’ for each young person, tracking and monitoring progression * Assist the young people to set aims and goals and support them in the achievement of these * Develop and support young people in developing key life skills from basic hygiene, daily chores, shopping and financial management/savings/pocket money (whichever are the most appropriate) * Encourage and coach the young people to make the right choices, take responsibility for their actions and consider the possible consequences * Ensure consistent consequences are applied to young people based on their actions and behaviours * Ensure that the young people have a good appreciation of equality and diversity by showing respect for others and taking time to understanding wishes, feeling and cultural differences * Support and enable the young people to access the community (where applicable) in a positive and responsible manner  1. **Enable and support young people to engage with the education system positively**  * Support and encourage school attendance * Undertake the necessary transport arrangement to ensure the young people commute safely to school * Update and complete home work/school diaries * Help and support young people in the completion of home work * Attend school meetings, events and trips * Identify activities that support education development that will benefit the young people * Research, plan and support educational activities and resources * Promote positive behaviours and actions and support this through appropriate reward systems and sanction * Support and coach young people in creating CVs and preparing for interviews * Work within the agreed semi-independence packages  1. **Understand what section of care the children are under and work within this at all times**  * Participate in multi-agency meetings to gather and share information to get the right outcome and best support for the young people * Identify and escalate when Social Workers need involvement with the young person * Facilitate and support family contact and relationships where applicable * Organise transport and supervise visits * Ensure confidentiality is not breached at any time, understanding what information can and can’t be shared  1. **Conduct and supervise (when shift managing) administration and domestic duties in order for the home to run effectively and compliantly**  * Conduct necessary domestic duties and low level maintenance work and gardening (light bulbs/decorating) within the home environment * Accurately complete all the necessary paperwork, inclusive but is not exhaustive to:   + Daily running records and observation   + Contact notes   + Log book/handover   + Monthly progression plans   + Medical treatment forms/medical books   + Body maps   + Post contact sheets   + Incident reports   + Personal needs sheets/finances   + Concern sheets   + Physical intervention log   + Sanctions/rewards logs   + Health and safety and building checks   + Meal/activities/residence meeting logs   + Shift planner   + Personal/key worker reviews  1. **Acts as a Key Worker for specific young people as and when required**  * Act as the main co-ordinator of services for a particular young person(s) in the home * Where possible have involvement in visits prior to admission and during transition to help settle the young person in as quickly as possible * Establish and maintain an appropriate and professional relationship with the young person * Work in partnership with multiple agencies and family members (where applicable) to provide the best level of care and outcomes for the young person in line with the Placement Plan * Help and support other colleagues to follow the agreed approaches and care strategies set out in the Placement Plan * Ensure all appropriate case files are organised, maintained and stored securely * Ensure all necessary paperwork i.e. risk assessments, records and placement plans are up to date, prepared and collated in readiness for Key Worker meetings, LAC meetings and Placement Plan reviews * Help to monitor and evaluate the effectiveness of the placement plan and care strategies, feeding back to the relevant parties accordingly * Attend and contribute to any relevant professional meeting in relation to the young person * Work in partnership with colleagues to assist the young person in developing and maintaining social, recreational, cultural and religious links through daily living activities inside and outside the home | | | 1. **Provide shift management and support to the team**  * 100% of daily tasks and checks are completed within the agreed timescales * Team members are developing and achieving their goals * 100% of supervisions completed on time * All colleagues issues are rectified in a timely manner * Team members are supervised, coached and provided with timely feedback * Feedback from team members is positive  1. **Provide effective safeguarding of young people in their care**  * Ofsted judgements of at least or outstanding achieved * 100% of policies and procedures are adhered to at all times * 100% accurate reporting * Young people are safe at all times * Successful and positive monthly supervision with Deputy or RM  1. **Support and develop the mental and physical health and wellbeing of young people in their care**  * Individual outcomes are in line with expectations * 100% adherence to ‘Children Home Regulations Quality Standards’ * Outcomes from review meetings and actions are completed within agreed timescales * 100% of associated documentation completed accurately within the agreed timescales * Individual needs are met in line with agreed plans (mental, physical, well-being) * Positive relationship with multiple agencies are developed and maintained  1. **Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people**  * Individuals meet life skills and independence expectations in line with plans * Consistent consequences are applied  1. **Enable and support young people to engage with the education system positively**  * 100% of all education related activities are completed within the agreed timescales * 100% of semi-independence packages are adhered to  1. **Understand what section of care the children are under and work within this at all times**  * Full understanding and knowledge of all sections of care relevant to the young people in their care * Relationships with families are supported and encouraged  1. **Conduct and supervise (when shift managing) administration and domestic duties in order for the home to run effectively and compliantly**  * All domestic and low level maintenance duties are competed to the agreed standards * 100% of paperwork completed accurately within the agreed timescales  1. **Acts as a Key Worker for specific young people as and when required**  * Placement Plan is accurate and followed correctly * 100% of paperwork is accurate and completed to the agreed timescales * Attended meetings are fully prepared for * Feedback from agencies is positive * Individuals expectations are met in line with Placement Plan | |
| Enablers to the Role (Skills, Knowledge, Experience) | | | | |
| * Experienced RCCW with a track record of high performance or 1-2 years working in a transferable role * Diploma Level 3 in Residential Child Care (England) qualified or above * Good knowledge of how to work with young people of all abilities * Good basic English, Maths and IT skills * NVQ qualified * Good communication and listening skills * Demonstrates a caring nature * Excellent organisational skills * Experience with working with a diverse group of people * Good team player * Track record of showing initiative and sharing ideas * Experienced in being assertive and consistent * Accurate record keeper * Sound knowledge of equality and diversity * Takes accountability for own training and continual professional development * Ability to work within a 24/7 operation | | | | |