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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
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| 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
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