

Role Profile			
Role Description	RCW	Function	RCHM/Deputy
Role Purpose			
To act as a corporate parent 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	
<p><b>1. Provide effective safeguarding of young people in their care</b></p> <ul style="list-style-type: none"> <li>Adhere to safeguarding policies at all times, operating in line with MAPA training/Team Teach policy and training</li> <li>Ensure all necessary risk assessment are up to date and accurate</li> <li>Supports peers to consistently work within safeguarding policies and procedures at all time</li> <li>Fully understand the 'Whistle Blowing' policy and 'Escalation' policy and know when to apply these effectively</li> <li>Positively engage with multiple agencies as and when necessary</li> <li>Proactively keep the young people safe from any form of potential harm or abuse</li> </ul> <p><b>2. Support and develop the mental and physical health and wellbeing of young people in their care</b></p> <ul style="list-style-type: none"> <li>Ensure all aspects of care are applied consistently in line with the Children Home Regulations Quality Standards</li> <li>Attend LAC meetings and complete the necessary paperwork to support these</li> <li>Apply effective methods to ensure the wellbeing of young people including risk assessments, core plans, learning about the individual etc.</li> <li>Proactively address the mental wellbeing of the young people through effective stimulation, support, comfort, therapy and consistency</li> <li>Work within the set behavioural management plans</li> <li>Work within the set boundaries for the each young person to ensure a consistent approach</li> <li>Understand and work within the individual health needs of each young person which may include but not exhausting <ul style="list-style-type: none"> <li>Eating and diet plans where appropriate</li> <li>Administering the correct medication</li> <li>Attending medical/hospital appointments/health checks/dental/CAMHS</li> </ul> </li> <li>Engage with and work in partnership with multiple agencies to gain the right support for each young person</li> </ul> <p><b>3. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people</b></p> <ul style="list-style-type: none"> <li>Work within the agreed 'Independence Plan' for each young person, tracking and monitoring progression</li> <li>Assist the young people to set aims and goals and support them in the achievement of these</li> <li>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)</li> <li>Encourage and coach the young people to make the right choices, take responsibility for their actions and consider the possible consequences</li> <li>Ensure consistent consequences are applied to young people based on their actions and behaviours</li> <li>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</li> <li>Support and enable the young people to access the community (where applicable) in a positive and responsible manner</li> </ul>		<p><b>1. Provide effective safeguarding of young people in their care</b></p> <ul style="list-style-type: none"> <li>Ofsted judgements of at least good or outstanding achieved</li> <li>100% of policies and procedures are adhered to at all times</li> <li>100% accurate reporting</li> <li>Young people are safe at all times</li> <li>Successful and positive monthly supervision with Deputy or RM</li> </ul> <p><b>2. Support and develop the mental and physical health and wellbeing of young people in their care</b></p> <ul style="list-style-type: none"> <li>Individual outcomes are in line with expectations</li> <li>100% adherence to 'Children Home Regulations Quality Standards'</li> <li>Outcomes from review meetings and actions are completed within agreed timescales</li> <li>100% of associated documentation completed accurately within the agreed timescales</li> <li>Individual needs are met in line with agreed plans (mental, physical, well-being)</li> <li>Positive relationship with multiple agencies are developed and maintained</li> </ul> <p><b>3. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people</b></p> <ul style="list-style-type: none"> <li>Individuals meet life skills and independence expectations in line with plans</li> <li>Consistent consequences are applied</li> </ul>	

<p><b>4. Enable and support young people to engage with the education system positively</b></p> <ul style="list-style-type: none"> <li>• Support and encourage school attendance</li> <li>• Undertake the necessary transport arrangement to ensure the young people commute safely to school</li> <li>• Update and complete home work/school diaries</li> <li>• Help and support young people in the completion of home work</li> <li>• Attend school meetings, events and trips</li> <li>• Identify activities that support education development that will benefit the young people</li> <li>• Research, plan and support educational activities and resources</li> <li>• Promote positive behaviours and actions and support this through appropriate reward systems and sanction</li> <li>• Support and coach young people in creating CVs and preparing for interviews</li> <li>• Work within the agreed semi-independence packages</li> </ul> <p><b>5. Understand what section of care the children are under and work within this at all times</b></p> <ul style="list-style-type: none"> <li>• Participate in multi-agency meetings to gather and share information to get the right outcome and best support for the young people</li> <li>• Identify and escalate when Social Workers need involvement with the young person</li> <li>• Facilitate and support family contact and relationships where applicable</li> <li>• Organise transport and supervise visits</li> <li>• Ensure confidentiality is not breached at any time, understanding what information can and can't be shared</li> </ul> <p><b>6. Conduct administration and domestic duties in order for the home to run effectively and compliantly</b></p> <ul style="list-style-type: none"> <li>• Conduct necessary domestic duties and low level maintenance work and gardening (light bulbs/decorating) within the home environment</li> <li>• Accurately complete all the necessary paperwork, inclusive but is not exhaustive to: <ul style="list-style-type: none"> <li>○ Daily running records and observation</li> <li>○ Contact notes</li> <li>○ Log book/handover</li> <li>○ Monthly progression plans</li> <li>○ Medical treatment forms/medical books</li> <li>○ Body maps</li> <li>○ Post contact sheets</li> <li>○ Incident reports</li> <li>○ Personal needs sheets/finances</li> <li>○ Concern sheets</li> <li>○ Physical intervention log</li> <li>○ Sanctions/rewards logs</li> <li>○ Health and safety and building checks</li> <li>○ Meal/activities/residence meeting logs</li> <li>○ Shift planner</li> <li>○ Personal/key worker reviews</li> </ul> </li> </ul> <p><b>7. Acts as a Key Worker for specific young people as and when required</b></p> <ul style="list-style-type: none"> <li>• Act as the main co-ordinator of services for a particular young person(s) in the home</li> <li>• Where possible have involvement in visits prior to admission and during transition to help settle the young person in as quickly as possible</li> <li>• Establish and maintain an appropriate and professional relationship with the young person</li> <li>• 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</li> </ul>	<p><b>4. Enable and support young people to engage with the education system positively</b></p> <ul style="list-style-type: none"> <li>• 100% of all education related activities are completed within the agreed timescales</li> <li>• 100% of semi-independence packages are adhered to</li> </ul> <p><b>5. Understand what section of care the children are under and work within this at all times</b></p> <ul style="list-style-type: none"> <li>• Full understanding and knowledge of all sections of care relevant to the young people in their care</li> <li>• Relationships with families are supported and encouraged</li> </ul> <p><b>6. Conduct administration and domestic duties in order for the home to run effectively and compliantly</b></p> <ul style="list-style-type: none"> <li>• 100% of associated documentation completed accurately within agreed timescales</li> <li>• All domestic and low level maintenance duties are completed to the agreed standards</li> </ul> <p><b>7. Acts as a Key Worker for specific young people as and when required</b></p> <ul style="list-style-type: none"> <li>• Placement Plan is accurate and followed correctly</li> <li>• 100% of paperwork is accurate and completed to the agreed timescales</li> <li>• Attended meetings are fully prepared for</li> <li>• Feedback from agencies is positive</li> </ul>
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<ul style="list-style-type: none"> <li>• Help and support other colleagues to follow the agreed approaches and care strategies set out in the Placement Plan</li> <li>• Ensure all appropriate case files are organised, maintained and stored securely</li> <li>• 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</li> <li>• Help to monitor and evaluate the effectiveness of the placement plan and care strategies, feeding back to the relevant parties accordingly</li> <li>• Attend and contribute to any relevant professional meeting in relation to the young person</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals expectations are met in line with Placement Plan</li> </ul>
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#### Enablers to the Role (Skills, Knowledge, Experience)

- Diploma Level 3 in Residential Child Care (England) qualified or working towards
- Good communication and listening skills
- Demonstrates a caring nature
- Excellent organisational skills
- Recognises cultural diversity
- 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