



**Holistic Childcare
and Education**
Living and Learning in Harmony

Holistic Childcare & Education
at Closeburn House and Maben House

Job Description – Roles and Responsibilities

Residential Childcare Worker

Objective:

To support the **Senior Residential Childcare Worker / Shift Leader** in creating and maintaining a safe, nurturing, and structured environment for young people, ensuring high standards of care in line with best childcare practices.

Reports to:

- Senior Residential Childcare Worker
- Registered Manager
- Head of Care

Key Responsibilities

Supporting Children and Young People:

1. Provide direct care and supervision, ensuring that each young person's **physical, emotional, social, and educational** needs are met.
2. Act as a **positive role model**, building and maintaining professional, trusting relationships with residents.
3. Follow and uphold policy and practice guidelines, ensuring compliance with the **SSSC Code of Practice** at all times.
4. Identify and facilitate access to resources that support young people's development, including **healthcare, education, and personal growth**.
5. Work collaboratively with **senior staff, local authorities, families, and education providers** to implement appropriate care plans.
6. Ensure that each young person's **health, nutrition, and safeguarding needs** are met, while also supporting the development of **independent life skills**, such as cooking, budgeting, and personal care.

Key Worker Responsibilities

7. Take an active role in meeting individual needs by:
 - Coordinating the purchase of essential personal items such as **clothing and toiletries**.
 - Accompanying residents to **medical, legal, and personal appointments**.

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Closeburn House, Thornhill, DG3 5HP ☎ 01848 331 352

Maben House, Lohmaben, DG11 1RW ☎ 01387 811 995

- Spending **dedicated one-on-one time** to foster trust and emotional support.
- Collaborating with professionals to develop and implement **therapeutic care strategies**.
- Assisting in the **development and review** of individual care plans in consultation with the team leader, social worker, and other key stakeholders.

Administration & Reporting

8. Represent residents in **formal reviews**, advocating for their needs and well-being.
 9. Maintain **accurate and objective records**, including daily logs, reports, and key worker checklist tasks, ensuring all aspects of care are properly documented and monitored.
 10. Ensure the logbook is maintained with **accurate timings and actions**, following the professional criteria of completing this.
 11. Ensure reporting is completed in a **timely manner**, with incident reports fully completed within a 22/ 48-hour period.
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Responsibilities in Relation to Staff

10. **Engage in teamwork** by attending staff meetings, sharing and receiving information, and contributing to reports.
 11. **Participate in training**, including Crisis Prevention Intervention (CPI) and safe-hold techniques, to ensure best practices in managing challenging behaviours.
 12. **Support colleagues** by being aware of team dynamics and responding to group needs.
 13. **Demonstrate professionalism** through good timekeeping, reliability, and adherence to workplace expectations.
 14. **Ensure compliance** by keeping **SHINE records and policy updates** accurate and up to date.
 15. **Promote a positive work environment** by discussing and resolving personal differences professionally, including participating in shift debriefings.
 16. **Be available in crisis situations**, responding in line with company policies and procedures.
 17. **Engage in regular supervision**, taking an active role in professional reflection and improvement.
 18. **Work flexibly** as part of a rota, including bank holidays, weekends, and sleepover duties.
 19. **Take responsibility for personal and professional development**, staying accountable for best practices in childcare.
 20. Ensure the **home is maintained** at a standard fit to provide a safe, warm, homely and nurturing environment. This including house keeping duties and maintenance. Report any health and safety concerns in line with procedure.
 21. **Actively contribute** to staff handovers and debriefs, take guidance and delegation of tasks from Senior/ Shift Lead.
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General Responsibilities

- 20. Undertake any additional duties relevant to the role as the job evolves.
- 21. Carry out tasks as assigned by direct line management or senior leadership.
- 22. Uphold **anti-discriminatory practices and equal opportunities**, ensuring an inclusive and respectful environment for all.
- 23. Comply with required **qualifications** such as SVQ 3 and HNC or equivalent.
- 24. Possession of a current driving licence.