



INSPIRE

Connected Communities Trust

Lead Residential Support Worker Job Description & Person Specification

GRADE: Grade 5, Scale Point 12 to 15

REPORTS TO: Maples Home Manager

PURPOSE OF JOB:

Working within the Maples Residential provision as part of a dedicated team, to provide care and support to children and young people with complex and severe additional needs, including ASD, SEMH, communication and interaction differences.

To create a home from home environment that meets the varied needs of the children and young people we support, to enable them to feel safe, to thrive, to enrich their lives and to develop and achieve their full potential.

To provide support to the Home Manager across a range of child centred activities to promote child development and learning, as part of a team responding to the needs of the students, providing supervision, and taking part in creating a caring and stimulating environment.

To keep records as required in accordance with Children's Homes Regulations including the quality standards.

Carry out day to day duties as directed by the Home Manager.

Lead members of the team, including undertaking supervisions, reviewing care plans, under the direction of the Home Manager.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development in line with Children's Homes Regulations including the quality standards.

1. Create an environment within the home that promotes positive respect for young people who access the setting.
2. Support those with additional needs, such as working through emotional and social problems in a positive and acceptable way. As part of a team observe and identify needs and carry out programmes designed to meet long and short-term learning and development objectives, effectively.
3. To provide personal care that respects the dignity and privacy of the young people accessing the setting and administer basic first aid.
4. Assist with the supervision and movement of young people in and around the setting and community activities.

5. Arranging and supervision of day-to-day clothing and household linen change for the young people in the setting. Supervision where necessary in some self-help, independence activities such as, cleaning, laundry; linked to EHCP's, care plans and individual learning & development plans.
6. Act in accordance with policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
7. Lead the staff team in the absence of the Home Manager.
8. Undertaking supervisions with members of the staff team, reviewing care plans, under the direction of the Home Manager.
9. In emergencies and / or special occasions undertake additional duties or cover when reasonably required to do so.
10. Assist with the planning and preparation of activities, and in the delivery of activities to support the development of the young people accessing the setting.
11. Preparing and serving young people's meals, in collaboration if appropriate.
12. Participate in the preparation of the residential facilities to support and the wellbeing and development of the young people accessing the setting.
13. Monitor the young people's needs and report these to a designated person.
14. To administer and record the administration of medications according to the individual care plan, policy and procedure.
15. Keep records as required.
16. To have key worker responsibilities. This will require working closely with a range of stakeholders to ensure care plans, risk assessments, behaviour plans and health care needs are accurately detailed for the young person.
17. Have familiarity with all relevant, care plans, routine's, EHCP's, care plans and documentation specific to the young people.
18. Undertake administration as necessary to include maintaining young people's individual profiles and other records. Participating in reporting and recording systems as required from time to time which may include reviews, home visits and links with other professionals.
19. Be aware of and support difference to ensure all young people have equal access to a range of opportunities, contributing to the overall ethos/work/aims of the setting.
20. Responsible for some cash handling, personal possessions of the children and resources belonging to the setting.
21. Recognise own strengths and areas of expertise and use these to support others.
22. To work within the allocated rota across a range of shifts, including waking nights.
23. To attend team meetings & prepare for and attend supervision and appraisal meetings.

MANAGEMENT OF PEOPLE / SUPERVISION OF PEOPLE

Team leader responsibilities in consultation with the Home Manager. Required to demonstrate duties, coach and mentor staff, give advice and guidance to employees, students or trainees
CREATIVITY & INNOVATION <i>(what innovative & imaginative responses to issues are required to resolve problems?)</i> Required to be creative when assisting with planning of activities.
CONTACTS & RELATIONSHIPS <i>(what personal contacts and relationships are required with other people and organisations to carry out the job?)</i> Direct contact with young people and other employees, parents & carers, advocates and trustees. Establish relationships with other agencies/ professionals, under guidance from the Home Manager. Communicate with parents & carers under the guidance and supervision of the Home Manager.
DECISIONS <i>(a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions)</i>
a) Discretion – the post holder has the following discretions Decisions are made in line with established policies and procedures. Required to work within policies, procedures and relevant legislation, particularly in relation to child protection, behaviour management, Children's Homes Regulations including the quality standards and agreed care / learning strategies.
b) Consequences – the consequences of the post holder's decisions can be anticipated to impact on the following: Impact on the quality-of-service delivery & experiences of a student or group of students and, indirectly, on parental attitudes to the provision, however, any errors should be easily identified and rectified.
RESOURCES <i>(the post holder is personally accountable / responsible for the following:</i> Responsible for the proper use and safekeeping of the personal belongings of young people, physical resources in the residential setting.
WORK ENVIRONMENT
a) Work Demands <i>(impact of deadlines and changing and conflicting priorities)</i> Subjected to conflicting priorities due to service delivery and individual care needs.
b) Physical Demands <i>(continuing physical effort, bending, lifting, pushing etc.</i> Subjected to considerable physical demands due, for example, to height of furniture/ postural support.
c) Working Conditions <i>(exposure to disagreeable or unpleasant conditions)</i> In general, residential setting, which also may include outside at times and may be required to undertake duties of a personal nature.
d) Work Context <i>(potential risk to safety & well-being, including abuse and aggression)</i> Potential risk to well-being through exposure to aggressive behaviour from young people, verbal abuse or personal care issues with some young people. Contact with parents/carers could also potentially expose the postholder to physical/ verbal abuse.
KNOWLEDGE AND SKILLS <i>(required to be fully competent in the post)</i> Level 3 / 4 Diploma for Residential Childcare and/or equivalent competencies. Or In accordance with Children's Homes Regulations including the quality standards be working towards within 3 months of joining the setting.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade will be with the consent of the post holder.

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING		
Level 3 / 4 Diploma for Residential Childcare. Or In accordance with Children's Home Regulations including the quality standards, be working towards within 3 months of joining the setting.	Y	
GCSE or equivalent in Maths, English or equivalent level of competency.	Y	
Current First Aid qualification		Y
EXPERIENCE		
Experience of working with young people with complex learning difficulties such as SLD, ASD, ADHD & SEMH	Y	
Experience of working with young people with behaviour that challenges	Y	
Experience of delivering activities to young people with additional needs, including ASD, speech, language and communication difficulties, social and emotional needs...	Y	
Experience of working within the Children's Home Regulations including the quality standards.		Y
KNOWLEDGE & UNDERSTANDING		
Working knowledge of relevant policies, procedures, codes of practice and legislation including data protection, child protection and safeguarding	Y	
Knowledge of first aid		Y
Knowledge of communication development, including augmentative systems and autism		Y
Knowledge of behaviour management strategies		Y
Knowledge of inclusion and additional needs		Y
Ability to motivate and inspire young people		Y
Knowledge and understanding of current issues in the field care standards to allow for greater contribution to the effectiveness of the provision		Y
SKILLS		

REQUIREMENTS	ESSENTIAL	DESIRABLE
Good communication, organisational and ICT skills	Y	
The ability to handle sensitive and confidential information and issues appropriately	Y	
The ability to self-evaluate learning needs and actively seek CPD	Y	
Good time management skills	Y	
Ability to support the delivery of activities across a range of needs, including life skills, independence	Y	
Ability to record as directed to support effective monitoring	Y	
Ability to implement Individual care plans as directed	Y	
PEERSONAL CHARACTERISTICS		
To be able to demonstrate initiative and intuition	Y	
Punctual	Y	
Approachable and professional	Y	
Present smart appearance	Y	
A desire to have a positive impact on outcomes for children and young people	Y	
Ability/desire to work collaboratively with other agencies	Y	
Ability to work as part of a team	Y	
Ability to communicate effectively with parents/carers/outside agencies under agreed systems of supervision/direction.	Y	
Be able/willing to drive Trust minibus		Y
OTHER SPECIAL REQUIREMENTS		
An Enhanced Disclosure and Barring check will be required	Y	
Two references will be required, one of which should be the most recent employer	Y	

I confirm that I have received a copy of this job description and person specification:

Signed

Name

Date