



Job Description

Casual Support Worker

Job Details	
Grade	A
Number of Posts	5
Department	Residential
Reporting to	Rachel Woodward

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

To be responsible, together with other team members, for the quality of day-to-day care, administration and organisation of the Children's Home, and for the Care Plans of a number of Children and Young People.

As a Corporate Parent, working with children, young people, carers, families and other partner agencies in meeting the needs of Children Looked After in the Children's Home

To ensure that all statutory regulations and other additional instructions and good practice are adhered to and that the appropriate records are maintained at all times.

To promote and maintain positive anti-discriminatory and anti-racist practices.

Key Responsibilities:

- To assist the Registered Manager in the management of the home in all aspects appropriate to the Statement of purpose of the Home.
- To continually and actively assess the risk to each child and the arrangements in place to protect them to report any issues to the senior person on duty. To ensure children are safeguarded with regard to working together to safeguard children 2015 and local safeguarding board procedures. Safeguarding disabled children 2009.
- To provide a caring and supportive environment for children and young people. Respect and affirm their racial, cultural and religious identity and lifestyle.



- Organising, providing and participating in stimulating activities for young people during their leisure time.
- If you are a driver you would be encouraged to undertake driving duties as part of the role, albeit you would be required to undertake driving assessment for the minibus.
- To maintain high quality childcare standards within the principles of the Care Standards Act 2000, and the Children's Homes Regulations and Quality standards 2015. Children's Act 1989 and 2004, Working together to safeguard children 2015, Safeguarding disabled children 2009.
- To promote the health and well-being of all children/young people Looked after in the Children's Home (e.g. Health Monitoring, Mental Health, Sexual Health, Drugs, Alcohol, Tobacco, Volatile Substances etc) undertaking the administration of medication and health care activities for which you will be trained.
- To provide a caring and supportive environment in which children/young people can feel secure and free from harm or bullying.
- To act as a positive role model working within the City Council's Code of Professional Conduct.
- To actively promote the child's/young person's education by assisting with and encouraging school attendance, homework, school liaison, attending parent's meetings/evenings, etc, in particular with our Education partners.
- To exercise appropriate behaviour management of children by being trained in and familiar with the homes behaviour management policy. Whilst preventative techniques should always be tried, **at last resort** it may be necessary to become involved in a restraint or holding situation with a child/young person strictly within "The Children's Homes Regulations 2015.
- To work within the Children's Homes Behaviour Management Policy.
- To be responsible for the maintenance of good quality written records and reports upon the individual child/young person's progress, which can be used in meetings and reviews.
- To be involved in the promotion and maintenance of good domestic and material standards throughout the home. This will on occasions involve undertaking domestic duties or cooking meals as part of a corporate parent role.
- To ensure the rights and needs of children and young people are met as fully as possible, whether spiritual, physical, intellectual, cultural, emotional or social.
- To regularly attend supervision sessions as requested.



- To receive regular supervision (within the BCT framework) from a senior member of staff identified by the Home Manager. Your supervisor would leave you to work within established guidelines, subject to scrutiny. You would also be expected to plan your own work to ensure you are meeting the defined objectives. As part of your induction you would be advised regarding the level of supervision you would receive
- To accept specific responsibilities to assist in the general running of the Children's Home as identified by the Registered Manager or SRCCO's Supervisor.
- To undertake training as necessary. You will be required to attend the City Council's Internal Induction Courses and both internal and external training courses (including QCF Level 3 Children & Families if not already completed)
- To commit to undertaking QCF 3 Children & Families within 6 months of being in post. You would need to be prepared to undertake some research and study to further your training when off duty.

Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

Dropdown Options:

Not Required

Or

	Children	Adults	Children and Adults
Basic			
Enhanced			X

Will this position have Line Manager Responsibility?

Dropdown Options:

Yes

No - X



Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Qualifications	Attained a minimum of a level three NVQ qualification in the care of children and young people or be working towards the Diploma within three months of starting employment	AF & C
Training	Competent use of information technology Willingness to undertake training as and when necessary	I
Experience	<ol style="list-style-type: none">1. Experience in working, in a voluntary or professional setting, with children and families who present with complex needs2. Knowledge of child development3. Experience and understanding of the Care Plans4. Experience or understanding of working within risk assessments	<ol style="list-style-type: none">1. AF & I2. I3. AF & I4. AF & I
Valuing Diversity	Shows respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position. Must be required to have a clear understanding and commitment	I I



	to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours.	
Safeguarding Children	Aware of the need to safeguard children to protect them from harm and of their personal responsibility to help achieve this aim. An awareness of how social and health issues impacts on family.	I & T
Team Working	Ability to work effectively as part of a team, showing willingness and flexibility in duties undertaken. To be courteous and respectful to colleagues at all levels	I
Skills	Communicates effectively both verbally and in writing, adopting style to meet the varying needs of audience concerned, particularly to effectively engage with young people and their families	I & T
Skills	Effective communication and counselling skills.	I
Skills	To have an understanding of the needs and rights of young people looked after.	I
Skills	Ability to work with groups of children who may display challenging behaviour	I
Skills	Ability to participate in and organise both external and internal stimulating activities for young people.	I
Skills	Good administrative skills.	I



Skills	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	I
Other	Available to work shifts, weekends, and public holidays	AF & I

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

