Job Description

Senior Residential Child Care Officer

Job Details	
Grade	B
Department	Residential
Reporting to	Registered Manager

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 Trusts 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

Key Responsibilities
• 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.
• Assist in providing a service, which will meet the various social, emotional and educational rights and needs of children and young people within the Children's Home.
• Assist with the safeguarding and promoting the welfare of children and young people looked after by the Children's Home.
• Maintain good professional relationships with parents/carers, professionals and significant others.
• Ensure the home is in a good, hygienic state.
• Promote good health care and hygiene, to undertake personal care with the children
• Observe and regularly report, in writing, on the behaviour and development and outcomes of the children and young people.
• To assist the Registered Manager in the management of the home in all aspects appropriate to the Statement of purpose of the Home.
• To assist in formulating Assessments, Placement Plans, Care Plans and Pathway Plans (where applicable) for each child or young person and formulate clear aims and objectives for each child/young person as necessary.

• To continually and actively assess the risk to each child and the arrangements in place to protect them. 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.
• To advocate for and support children and young people, which could include representing them or accompanying them at Schools, Health facilities, job centres and other events.
• To assist in returning children/young people to their families or help them to move on to alternative carers or preparing them for adulthood as part of the Care Plan and Pathway Plan.
• To help field social work staff, parents and carers in the design and implement of Care Plans and Placement Plans for each child/young person, taking into account the views of the child/young person.
• Organising, providing and participating in stimulating activities for young people during their leisure time, which may also include holiday breaks with the children and young people away from the Children's Home (usually between four to fourteen days).
• 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 act as a Key Worker to individual children/young people.
• 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 support the Registered Manager with the routine production of statistical information, management information, procedure documents, etc, relating to children/young people resident in the Children's Home, or who have left the Home.
• 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 Senior Residential Child Care Officers' 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 maintain good links with Field Social Workers, LACES, Schools, Families and other Agencies (e.g. Health, Police, FTB, TESS, Youth Offending Service, The Local Community etc).
• To regularly attend staff meetings and monthly supervision sessions as requested.
• As part of the staff development process, to undertake other duties at a higher responsibility level commensurate with relevant experience and ability as directed by the Registered Manager, within the framework of the employees Performance Development Review.
• 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 operate as shift leaders as part of a rota after the SRCCO has completed 12 months experience.
• 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.
• This post requires the holder to do varying shifts, which includes early morning and late evening work. The post holder also is required to work weekends as part of a rota and Bank Holidays as required.

• To meet the needs of children and young people there may be occasions whereby the post holder will be requested to remain on duty at the end of a shift to ensure that safe practice in maintained. (The post holder would be compensated for extra time worked).
• On occasions you may be requested to change your rota at short notice as an emergency measure, to ensure the contingencies of the service are covered.
• In accordance with the guidelines on Health and Safety, to accept responsibility for working within these guidelines and reporting any concerns to the Registered Manager.
• As part of the Directorate's mobility arrangements, you may be requested to assist at another Children's Home when necessary.

Key Information	
Is a Safeguarding Check needed?	• Enhanced DBS Check with Barred List (Child & Adult Workforce)
Will this position have Line Manager Responsibility?	• No

BIRMINGHAM CHILDREN'S TRUST

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	**Method of Assessment (M.O.A)**	ESSENTIAL
Qualifications	AF/I	Hold or have a commitment to completing QCF Level 3 training within 6 months of employment.
Training	I	Must be prepared to partake in any training deemed appropriate.
Experience	AF/I	Worked with children and families in a voluntary or professional setting.
Experience	AF/I	Experience of advocating for Children in a caring environment.
Experience	AF/I	Experience of working in partnership with parents, other professionals and agencies.
Skills	AF/I	To have an understanding of the needs and rights of disabled Children in care or receiving short breaks.
Skills	AF/I	Ability to support and develop children's learning and education.
Skills	AF/I	Commitment to the Equalities Act 2010.
Skills	I	Ability to supervise and manage groups of disabled children who may have emotional and behavioural difficulties.
Skills	AF/I	Ability to participate in and organise both external and internal stimulating activities for

		children.
Skills	AF/I/E	Some knowledge of the Children Act 1989 and 2004, Care Standards Act 2000, and Children's homes regulation and quality standards 2015 and working together to safeguard children.
Skills	AF/I/E	Ability to assess risk and monitor arrangements in place to safeguard children.
Skills	I	Life skills to enable young people to be prepared for adulthood.
Skills	AF/E	Ability to write good quality coherent professional and comprehensive reports.
Skills	I	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**
Other	AF/I	Available to work shifts, including some weekends as part of a rota, public holidays.
Other	AF/I	Available to join holiday activities away from the Home for a number of nights. (Up to 14)
Other	AF/I	Available to cover for emergency arrangements including rota changes and extra sleep-in duties.
Other	AF/I	Demonstrate a willingness to work in any of the children's homes throughout the service.
Other	AF/I	If a driver, willingness to escort children and young people in appropriate BCT vehicles.

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.