

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Children's Services

**Job Ref Number:** 04424

**Service Area:** Regulated Services

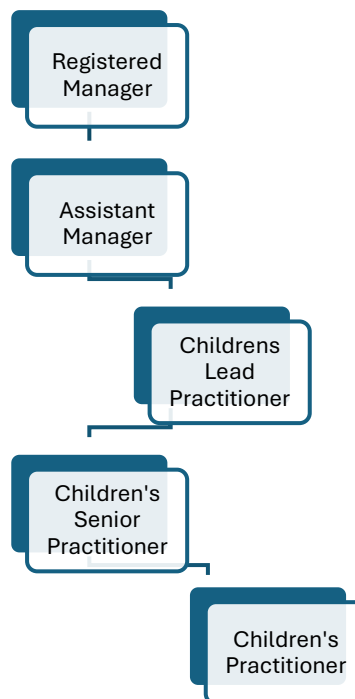
**Grade:** G6

**Job Title:** Children's Residential Practitioner

### PURPOSE OF JOB:

To be part of a Children's Residential Care Team that works collaboratively in order to support the delivery of highly personalised, quality care to children and young people in a homely environment.

### TEAM STRUCTURE:



### MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below

1. To create an environment that promotes a positive respect for young people, ensuring they feel safe and valued. To work as part of a team providing care as outlined with each child or young person's individual Care Plan. This may include providing outreach support away from the Home.
2. Undertake specific responsibilities that maintain and improve the service and functioning of the home. These duties will be carried out within the relevant legislation and regulatory requirements.

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|     | Maintain monitoring and administrative systems and participate in departmental monitoring and evaluation processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.  | To provide personal care that respects the dignity and privacy of the young people and help the young people to understand their emotions and social skills in a positive way.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.  | Encourage and enable children to achieve their maximum potential whilst allowing them to assume responsibility for their actions commensurate with their age, ability and aptitude.                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.  | To carry out administration of medication according to the child's care plan and policy and procedure. The post holder will be required to maintain detailed and accurate records. You will be required to meet the basic Health needs of the young people and attend appointments to support the young person.                                                                                                                                                                                                                                                                                 |
| 6.  | Carry out administration of medication according to the child's care plan and in accordance with policy and procedure. Will be required to maintain detailed and accurate records.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.  | Make clinical decisions informed by the child's needs, established medical protocols, and the child's care plan. Undertake required invasive procedures and a range of healthcare interventions appropriate to the child's condition.                                                                                                                                                                                                                                                                                                                                                           |
| 8.  | <p>You will be required to manage your time effectively, prioritising safeguarding while ensuring all tasks are completed. This includes report writing, updating care plans, attending meetings, training, and case conferences, with flexibility to adjust rostered hours when needed.</p> <p>The postholder must be able to assert themselves and support colleagues in difficult situations, ensuring challenging behaviour is managed safely and without injury. Staff must follow all security policies and procedures and clearly record incidents in line with Ofsted requirements.</p> |
| 9.  | To support children when going into the community, including but not limited to hospital admissions, appointments, educational settings and placements.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10. | Within the scope of their role the post holder will be involved in the development of the service, to undertake reviews and make suggestions on how systems and processes could be more efficient and effective.                                                                                                                                                                                                                                                                                                                                                                                |
| 11. | Take personal responsibility to maintain and improve the service provided by the Home. To maintain monitoring and administrative systems and participate in departmental monitoring and evaluation processes to ensure the continual development of the service provided to children and young people.                                                                                                                                                                                                                                                                                          |
| 12. | In the absence of senior staff—for example, when the shift leader is off-site—the post holder will take responsibility for the setting, including the safety and well-being of children and young people, and the security of the building, grounds, and resources. They may seek telephone advice or guidance from the shift leader in emergencies, though the shift leader remains ultimately accountable. The post holder is also required to maintain appropriate environmental health standards when working in the kitchen.                                                               |
| 13. | Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies to achieve improved cost effectiveness.                                                                                                                                                                                                                                                                                                                                                                                                 |

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| 14. | Take responsibility for specific areas of work and to provide written updates and analysis in respect of progress and findings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15. | Work within the whole range of the Home's operating hours, including weekends, bank holidays, waking night duty, sleep in duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 16. | Be expected to take part in planned transfers/job exchanges within the Directorate as part of own development and to contribute towards improving and supporting service delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 17. | You may be required to step up as a Children's Senior Residential Practitioner when needed. This includes leading shifts and supporting staff to deliver care to children and young people. You will act as a positive role model, helping the team manage change confidently and creatively. You will also mentor new staff during their induction and afterwards when appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 18. | <p>Support young people to reach their full potential and understand how their actions affect their future. Adapt your approach creatively and flexibly, as their needs often change.</p> <p>Build positive relationships and involve them in a range of recreational, educational, and community activities. Help them develop life skills for independent living.</p> <p>Follow all policies and procedures, working under the guidance of senior staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19. | <p>Communicate clearly with external agencies, parents, and families while maintaining confidentiality, Data Protection requirements, and the rights of the young person. Attend professional meetings relating to the young person's welfare and produce clear, comprehensive reports.</p> <p>Support the Council's statutory duties and relevant local or national performance indicators. Build positive relationships with parents, carers, partner agency colleagues, and staff across all homes, always representing the home professionally.</p> <p>Promote a positive image of the County Council and provide excellent customer service, supporting equality, diversity, and best practice in everything the Council delivers.</p>                                                                                                                                                                   |
| 20. | <p>In the absence of a senior colleague will be required to undertake a risk assessment and make immediate decisions to manage safely the needs of the child. You will be accountable for agreed decision making at your level including those which have a low-level cost to the service.</p> <p>Use agreed quality assurance standards and review processes to monitor practice and suggest ways to improve efficiency and effectiveness. Any decisions that may affect a child's care or wellbeing must be reported to a senior colleague for guidance. When acting as shift leader, support and advice can be sought from the On-Call Manager outside office hours.</p> <p>Any errors must be identified quickly, especially if they could affect a young person's care or safety. As a corporate parent, the post holder must seek advice at the earliest opportunity to safeguard the young person.</p> |
| 21. | Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|     | <p>You will be responsible for cash handling, personal possessions of the children and the equipment and resources within the Home. Ensure Council resources are optimised and utilised effectively and efficiently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22. | <p>Subject to changing and conflicting priorities due to care plans, meetings and the changing needs of individual children or the group.</p> <p>Require the ability to produce and maintain accurate records and reports.</p> <p>To effectively manage the workload, demonstrate good time management that takes account of unavoidable interruptions and meeting changing demands.</p> <p>To ensure information on the electronic case management system is maintained accurately and up to date.</p> <p>Maintain accurate records of children's progress and complete all relevant documentation in line with best practice, current policy and legislation. This includes using manual and computerised records. Be expected to partake and manage physical activities with the young people i.e. sports, bike riding and to take the young people on holidays and day excursions.</p> <p>This is a physically demanding role. Due to the diverse needs and potential aggressive nature of the young people within the homes the work regularly requires intense physical effort.</p> <p>This would include: Physical interventions, standing, walking and taking part in activities, including sports.</p> <p>You will be involved in physical play activities and will be required to provide 1:1 support to a child or young person whilst out in the community.</p> <p>You will be required to undertake housekeeping duties such as cleaning; cooking and weekly shopping. The post holder will be required to undertake deep cleaning of bedrooms and communal areas of the home, change and make beds and laundry tasks; whilst ensuring a highly personalised environment for children and young people is created and maintained.</p> <p>Undertake the care of children and young people which will involve the contact with, and/or safe handling of bodily fluids. You will be subject to other difficult or unpleasant conditions depending on the nature and needs of the children and young people in residence.</p> <p>You will be exposed to substantial risk of challenging behaviour by the children using the service and will be involved with the management of this.</p> <p>Aggression and abuse (physical, verbal and psychological) is an identified risk to the post holder. These potential and actual threats generate high levels of personal anxiety and stress. The risk is therefore classified as substantial.</p> |

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| 23. | <p>Complete the Level 3 QCF Diploma in Residential Child Care within 2 years of starting your post and undertake all mandatory Trauma-Informed Practice and other training.</p> <p>Work directly with young people using appropriate models and approaches to help them understand their past, manage emotions and behaviour, and make positive choices.</p> <p>Record keywork sessions, reflect on outcomes, and identify next steps.</p> <p>Prepare for and attend supervision, appraisal, and team meetings.</p> <p>Take responsibility for ongoing learning and development within the Home and LCC training programmes.</p> <p>Maintain an up-to-date CPD portfolio.</p> <p>Stay compliant with relevant legislation, policies, procedures, and professional standards to ensure best practice.</p> |
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#### PERSON SPECIFICATION

| Requirements                                                                                                                                                                        | Where identified*                                                                | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------|-----------|
| Required to undertake Level 3 Diploma in Residential Care. To comply with Children's Homes Regulations, the diploma must be completed within two years of the commencement in post. | A – if completed or started<br>I – commitment to undertake following appointment | Y         |           |
| Have an understanding of Health and Safety.                                                                                                                                         | A and I                                                                          |           | Y         |
| Have knowledge and understanding of the impact of neglect, emotional, physical and sexual abuse has on young people.                                                                | A and I                                                                          |           | Y         |
| Have knowledge and understanding of the impact a disability has on a young person.                                                                                                  | A and I                                                                          |           | Y         |
| Proficient information and IT skills to enable effective communication with internal and external agencies.                                                                         | A and T                                                                          | Y         |           |
| The post holder will be expected to be able to apply theory to practice.                                                                                                            | A and I                                                                          |           | Y         |
| To be a key team player and work closely with staff members and specialist workers from other agencies and organisations.                                                           | A, T and I                                                                       | Y         |           |
| The Postholder will require excellent written and oral communication.                                                                                                               | A, T and I                                                                       | Y         |           |

|                                                                                                                                                                     |            |   |   |
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| Ability to produce and maintain accurate records and reports.                                                                                                       | A          |   | Y |
| Knowledge of child development.                                                                                                                                     | A and I    |   | Y |
| Knowledge of Safeguarding and risk management.                                                                                                                      | A and I    |   | Y |
| Positive attitude to the promotion of diversity and equal opportunities.                                                                                            | A and I    |   | Y |
| Post holders should be comfortable working with ambiguity and uncertainty.                                                                                          | A and I    |   | Y |
| In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English. | A, I, P, T | Y |   |
| To hold a full current valid driving license                                                                                                                        | A          | Y |   |
| *A = Application form      T = Test/Assessment      I = Interview      P = Presentation                                                                             |            |   |   |

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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 of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.