

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Apprentice Residential Child Care Worker
<u>PAY BAND :</u>	Apprentice National Minimum Wage
<u>REPORTING RELATIONSHIP</u>	Registered Manager
<u>JOB PURPOSE :</u>	To support the Residential Childcare Workers in their role as Corporate Parent for Children Looked After in accordance with the Quality Standards for Children's Homes.
<u>POST NO.</u>	POS010640
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees
<u>TRAINING</u>	You are expected to undertake and complete all components of the apprenticeship standard/framework at level 2.

MAIN DUTIES/RESPONSIBILITIES

1. To support staff to achieve the identified outcomes for young people as outlined in their Individual care plans. To support staff to Contribute to the compilation of a robust residential placement plan, and where necessary a behaviour support plan, and to support staff by participating in the care planning process.
2. To develop positive relationships with young people, their families, social workers and other relevant stake holders and agencies.
3. To understand how the work with young people is in keeping with legislative, procedural and good practice requirements. To work with groups of young people effectively and creatively in line with risk assessments in a planned and flexible way.
4. To work as a member of a team and communicate effectively with colleagues and other professionals.
5. Support the Residential Childcare Workers to provide a variety of appropriate stimulating activities and present as a consistent and caring role model.
6. Understand the importance of risk assessments and support the Residential Childcare Workers to implement them. Understand how to identify, risk taking behaviours of young people, e.g. substance misuse, self-harm, running away, etc and support how the Residential Childcare Workers can manage the consequences of this and support young people to regulate their own behaviour.
7. Support the Residential Childcare Workers to provide for young people's physical needs as necessary, for example, by cooking, washing, ironing, shopping, understanding budgeting

and understand how the Residential Childcare Workers can enable young people to carry out such tasks for themselves.

8. Undertake administrative tasks and all forms of record keeping and support the Residential Childcare Workers to prepare reports as required.
9. To understand the home's procedures regarding petty cash.
10. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
11. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
12. Carry out your role in line with the Council's Equality agenda.
13. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
14. Any other duties of a similar nature related to this post that may be required from time-to-time.
15. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
16. Understand your role in safeguarding and promoting the welfare of children for whom the home has responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
18. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: February 2020

DARLINGTON BOROUGH COUNCIL

APPRENTICE RESIDENTIAL CHILD CARE WORKER

CHILDRENS AND ADULTS SERVICES

POST NO. POS010640

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	GCSE's Grade A to C including Maths and English (awarded pre 2017) GCSE's Grade 9 to 4 including Maths and English (awarded 2017 onwards) Functional Skills Level 2 in English and Maths	E	
2	Must be prepared to undertake and complete study towards a Level 2 diploma in Children and Young People's Workforce	E	
Experience & Knowledge			
3	Understanding of computer systems and competency in Office Applications	E	
4	Awareness of appropriate relationships with clients	E	
5	Previous experience of working with children with a disability		D
Skills			
6	Ability to apply accurate literacy and numeracy skills, to include composing sentences, carrying out additions and subtractions	E	
7	Ability to communicate both orally and in writing	E	
8	Ability to work to a high degree of accuracy with attention to detail	E	
9	Ability to contribute to children and young people's development	E	
Personal Attributes			
10	Flexibility, willingness and motivation to expand knowledge and experience	E	
11	Ability to maintain confidentiality	E	
Special Requirements			
12	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
13	This post involves working in an establishment that deals with vulnerable clients and as such applicants must be capable of working in this type of environment	E	
14	Interest in working with children to promote their development and educational needs	E	
15	Ability to form and maintain appropriate relationships and personal boundaries with children	E	
16	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	
17	Suitability to work with children	E	