

# Job Description

	<b>For HR use only</b>	Vacancy Ref No: DBS0813
<b>Directorate</b>	HECS	
<b>Service and Team</b>	Lime Tree House – Children’s Homes	
<b>Post Title</b>	Residential Child Care Officer	
<b>Grade</b>	7	
<b>Reports to</b>	Home Manager	
<b>Responsible for</b> (employees / equivalent)	The care and welfare of children and young people using the service.	
<b>Job Purpose</b>		
<p>Ensuring that the voices of children and young people are heard and that their potential for success is maximized is paramount. This involves adhering to the Children’s Home Regulations (2015) and quality standards, as well as following North Tyneside’s policies and procedures to safeguard their welfare. Our goal is to help children and young people achieve positive outcomes.</p> <p>As part of a broader team of professionals supporting families in North Tyneside, our responsibilities include:</p> <ul style="list-style-type: none"><li>• Ensuring that all standards of care meet and exceed the criteria outlined in the Quality Standards for Children’s Homes and Children’s Homes Regulations 2015.</li><li>• Providing a holistic, safe, supportive and nurturing environment for children and young people in the Children’s home</li><li>• Encouraging and enabling our children to mature and learn the skills for their transition into adulthood.</li><li>• Offering children and young people the same aspirations, opportunities, and experiences as their peers in North Tyneside.</li><li>• Supporting and caring for children in all aspects of their development: physical, social, and emotional.</li><li>• Acting as corporate parents to the children and young people in our care.</li></ul>		
<b>Job Content</b>		
<ul style="list-style-type: none"><li>• Collaborating with the staff team to fulfil the service’s Statement of Purpose.</li><li>• Working alongside others to ensure the safety and welfare of children and young people, adhering to North Tyneside’s Safeguarding procedures.</li><li>• Providing comprehensive support in accordance with individual care plans for children and young people.</li><li>• Maintaining accurate and up-to-date records using appropriate IT systems.</li><li>• Planning and coordinating activities tailored to meet the needs of children and young people.</li></ul>		

- Administering medication and facilitating access to healthcare services, including completion of relevant medication and health training.
- Participating in reviews and meetings with professionals from various agencies.
- Collaborating with other professionals to achieve optimal outcomes for children and advocating for their views.
- Communicating effectively and appropriately with children, young people, families, and other professionals.
- Sharing responsibility for health and safety, housekeeping (including meal preparation), and administrative tasks (including managing cash) as required within the service.
- Working varied shifts, including weekends, sleep-ins, and waking nights.
- Contributing to quality assurance processes and supporting inspection procedures, including those conducted by Ofsted officers.
- Regularly attending team meetings and supervision sessions.
- Undertaking relevant training to enhance skills as a Residential Child Care Officer.
- Undertaking additional duties as appropriate for the position's grade.
- Availability to work across different areas of the service as directed by the manager.

### **Climate Change Values and Behaviours**

- We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.
- We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

### **Equality, Diversity and Inclusion Values and Behaviours**

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

### **Special Requirements of Post**

Working Conditions	<ul style="list-style-type: none"> <li>• Ensuring compliance with and surpassing Quality Standards for Children's Homes and Children's Homes Regulations 2015.</li> <li>• Achieving predetermined goals and performance targets established during supervision sessions.</li> <li>• Adhering to local and national policies and guidelines.</li> <li>• Being capable of performing physical aspects of the role, including undergoing training in physical intervention up to an assessed level.</li> <li>• At the discretion of the manager, you may be required to work across the service and in other residential settings at short notice.</li> </ul>
Working Requirements and Arrangements	Successful candidates will be required to work collaboratively as part of a team, providing 24-hour coverage. Shift patterns will be diverse to accommodate the needs of the children and young

	<p>people utilising the service, encompassing sleep-ins, waking nights, and third worker shifts on a rotational basis. This includes nights, early mornings, evenings, weekends, and bank holidays, ensuring round-the-clock support every day of the year including Christmas period.</p> <p>Additionally, you may be assigned to work at any location within the service at short notice, as directed by the home's manager.</p>
Physical Requirements e.g. driving, lifting, and handling	Transporting young people to and from appointments and activities will be part of the role. Candidates must be physically fit to meet the demands of the position.
DBS and Safeguarding Checks required	Enhanced Children and Adults.
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	During shifts, it is your responsibility to safeguard the young people in the home and adhere to safeguarding procedures and policies as required.
Politically Restricted	No

# Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	<p>Proficiency in working with children and young people with disabilities, social, emotional, and complex needs.</p> <p>Strong teamworking abilities.</p> <p>Capability to undergo physical intervention training up to an assessed level.</p> <p>Proficient in assessing, recording, and</p>	<p>Knowledge of therapeutic approaches and interventions suitable for supporting children and young people with complex needs.</p> <p>Understanding of mental health issues affecting children and young people, including anxiety, depression, and trauma-related disorders.</p> <p>Awareness of the impact</p>	Interview, written task, and References.

	<p>communicating information verbally and in written form to standards, including report writing.</p> <p>Competent in IT skills and word processing.</p> <p>Knowledgeable in child protection and safeguarding procedures.</p> <p>Understanding of child development and SEN.</p> <p>Familiarity with equality and diversity issues and anti-discriminatory practices.</p> <p>Awareness of legislation and policies concerning looked after children.</p> <p>Understanding of safeguarding practices in a professional setting.</p> <p>Knowledgeable about the challenges faced by young people in care and how to support those with additional needs.</p> <p>Demonstrates resilience and can manage</p>	<p>of adverse childhood experiences (ACEs) on development and behaviour.</p> <p>Knowledge of positive behaviour support strategies and techniques for de-escalating challenging behaviours.</p> <p>Understanding of the importance of therapeutic relationships in promoting resilience and well-being.</p> <p>Awareness of relevant legislation and policies related to children in care, including the Children Act 1989 and Care Planning Regulations.</p> <p>Awareness of cultural competence and the importance of promoting diversity and inclusion within the residential care setting.</p> <p>Knowledge of collaborative working practices and the ability to effectively liaise with external agencies,</p>	
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	<p>challenging behaviours effectively.</p>	<p>including social services, education providers, and healthcare professionals.</p> <p>Familiarity with risk assessment processes and the ability to identify and mitigate potential risks within the residential setting.</p> <p>Understanding of confidentiality and data protection principles when handling sensitive information about children and their families.</p>	
<p>Qualifications and Training including Professional Registrations</p>	<p>NVQ Level 4 in Children and Young People or an equivalent qualification is required. Alternatively, a commitment to completing the necessary qualification within the regulatory framework of two years is acceptable.</p> <p>Diploma for the Children’s Workforce or recognized equivalent qualification.</p> <p>Proficient numeracy and literacy skills, equivalent to GCSE standard or higher.</p>	<p>Training in safeguarding and child protection.</p> <p>Training in first aid and medication administration.</p> <p>Training in behaviour management and de-escalation techniques.</p> <p>Training in therapeutic interventions for children and young people with complex needs.</p> <p>Training in attachment theory and trauma-informed care.</p>	<p>Application form, document checks, and written task.</p>

		<p>Training in diversity and inclusion, including cultural competence and anti-discriminatory practice.</p> <p>Training in communication and conflict resolution skills.</p> <p>Continuous professional development (CPD) in relevant areas such as child development, mental health, and legislation and policies related to children in care.</p>	
<p>Skills &amp; Experience</p>	<p>Previous experience working with vulnerable or challenging young people or children within a residential care setting with children with additional needs</p> <p>Familiarity with statutory frameworks and regulations set by the regulatory body Ofsted for residential care settings.</p> <p>Effective communication skills, including the ability to build rapport and establish positive relationships with young people, colleagues, and</p>	<p>Empathy and compassion for children and young people, particularly those who have experienced trauma or adversity.</p> <p>Ability to build positive relationships and establish trust with children and young people.</p> <p>Flexibility and adaptability to work in a dynamic and sometimes challenging environment.</p> <p>Problem-solving skills to address issues and challenges that arise in the care of children and</p>	<p>Application form, Interview, group discussion, and written/computer task.</p>

	external stakeholders.  Strong teamwork skills, with the ability to collaborate effectively with colleagues and work in partnership with other professionals and agencies to meet the needs of children and young people.	young people.  Understanding of child development and knowledge of age-appropriate activities and interventions.  Resilience and ability to manage stress and emotional demands associated with working in a care setting.	
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Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money
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**Special requirements**

Factor	Essential	Assessment method
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Occupational Requirements under the Equality Act 2010		
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Factor	Desirable	Assessment method
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	<p>Availability to work unsociable hours to accommodate the needs of children and young people, including evenings, weekends, and overnight shifts.</p> <p>Ability to connect and empathise with children and young people with diverse abilities, backgrounds, and experiences.</p> <p>Physical fitness and stamina to carry out the duties of the role effectively, including tasks that may involve physical activity and manual handling.</p>	Interview
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**Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.**