Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Children's Services**	**Service Area:** **Children's Social Care, Children's Care and Complex Needs**

JOB TITLE: Residential Care Officer

GRADE: H/I

REPORTING TO: Registered Children's Home Manager

1. JOB SUMMARY:

- To work as directed by the home's manager in ensuring the day to day running of the home is conducted within the relevant legal frameworks
- To support in providing high quality care, family support, outreach and complex needs services as outlined in the homes Statement of Purpose.
- To support and contribute to the ongoing development and implementation of the directorate vision, culture and sufficiency business planning in regards to support to families and care placements.

Appointment Grade – The grade at which appointment is based is subject to the completion and awarding of the Level 3 Diploma for Residential Childcare (England).

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

	1.	To effectively engage, young people and their families in the development, delivery and ongoing monitoring of care and support packages
	2.	To support children and young people remain in or return to family settings. The services delivered could include, outreach, care and support in the children's home, family home or community.
	3.	Provide a high level of care, maintain routine and structure for the young people as individuals and as a group.
	4.	To develop knowledge and understanding of the legal framework underpinning the operation of a registered children's home and related matters at a local level.
	4.	Respond appropriately to risk.
	5.	Ability to relate policy and the relative regulations to the work and demonstrate the appropriate level of understanding in relation to the wider

		workings of the Local Authority and contribute to the development of the home.
	6.	To engage and maintain good and effective relations, develop partnership working and support in building opportunities in and outside of the home and children's services, to enhance the offer provided to the children and their families, enhancing the reputation of the home and the Council.
	7.	Communicate and contribute to discussions and meetings appropriately with a range of relevant people within and outside of the working environment.
	8.	Maintain records appropriately.
	9.	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).
	10.	Participate in the agreed working roster and share in the sleep-in duty and or waking night arrangements as required.
	11.	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

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 Stockton Council's 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.

	Name:	Signature:	Date
Job Description written by: (Manager)	Debra Farrow		13.12.23
Job Description agreed by: (Post holder)	…… …	……	…… ..

Job Description dated Dec 2023

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Residential Care Officer**	**H/I**
Directorate / Service Area	**Children's Services**	**Residential Care**
Post Ref:		

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	• Level 3 Diploma for Residential Childcare (England) (Appointed at Grade I SCP 19) • Willingness to work towards the Level 3 Diploma Residential Childcare within 18 months of appointment. (Appointed at Grade H SCP 14)	• Relevant qualification in a similar field	Application form
Experience	• Experience of working with families and young people who present with extreme challenging behaviours and have experienced complex or traumatic backgrounds. • Partnership working • Promoting a positive culture • Improving service delivery • Providing day to day care • Following and developing care plans and risk assessments	• Experienced in supporting families, children and young people in a range of settings/services. • Experience of working in a therapeutic team and delivering therapeutic approaches	Application / Interview

Knowledge & Skills	• Knowledge and understanding of statutory legal framework relating to Children's Homes Regulations, Quality Standards and Ofsted's Inspection Framework for Children's Homes including short breaks legislation and regulations. • Able to seek support in supervision. • Ability to independently and confidently manage day to day activities in a residential setting and out in the community. • Ability to exercise high quality judgements in relation to situations in a residential setting on a day-to-day basis. • Ability to expect and anticipate situations and be able to put in place interventions and behavioural strategies to manage complex and risky situations. • Confidently and consistently deliver high standards of care as described in the young people's Care Plans and Risk Assessments and other relevant plans. • Effectively follow local authority policies and procedures in particular children's homes residential polices and safeguarding procedures. • Being skilled in formulating, reviewing and monitoring Residential Care Plans and Risk Assessments. • Knowledge and experience of the assessment, care planning and review systems for children who are in our care. • To have developing knowledge and skills in applying theoretical approaches and evidence-based practise in service delivery. • Have the ability and be skilled in carrying out Link Worker duties. • Demonstrate consistently the ability to take control, manage and lead a shift also lone work where required. • Be able to consistently produce relevant key working reports to a high standard. • Be able to effectively communicate with relevant others outside of the immediate care team and promote an outward facing service.		Application / Interview

	• Have an awareness of the wider political context within which the local authority and the residential sector operate. • The post holder is required to attend mandatory training as identified by the service, which may on occasion take place outside of their normal rota'd working hours.		

Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • Child focused • Approachable • Friendly • Enthusiastic • Positive approach and motivated • Positive role model for young people • Reliable honest and flexible • Demonstrates professional curiosity and acts appropriately on safeguarding concerns • Responds calmly and thoughtfully to challenge, risk and distress, prioritising de-escalation • Engages in reflective practice, supervision and learning following incidents or feedback		Application / Interview
Other requirements	• Able to work over a 7 day shift system including weekends, sleepovers and waking nights as part of a rota system alongside be flexible to meet service. • The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check • The post holder must hold a full, valid UK driving licence and be required to drive as part of their role, including at night, in adverse weather conditions and at short notice, in accordance with service need, policies and risk assessments. • Willingness and ability to complete and maintain competence in Council-approved physical intervention (restraint) training. • Ability to apply physical intervention safely, lawfully and proportionately, in accordance with the Children's Homes Regulations, Quality Standards and the home's Behaviour Management Policy.		Application / Interview

	• The post holder meets the requirements set out in the children's homes regulation 32 '*the individual is mentally and physically fit'.*		

Person Specification dated Dec 2023

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Children's Services**	**SERVCE AREA:** **Children's Social Care, Children's Care and Complex Needs**
JOB TITLE: Residential Care Officer	
GRADE: H/I	
JOB LOCATION / BUILDING: Various (Stockton-on-Tees)	
REPORTING TO: Registered Children's Home Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	**Yes**	**No**
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		**X**
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		**X**
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		**X**

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	**Yes**	**No**
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.	**X**	
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		**X**

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**X**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**X**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		**X**
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.	**X**	

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.	**X**	
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*	**X**	
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*	**X**	
Lone Working (including Home Working): Employee will be required to work alone.	**X**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**X**	
Any Other: Please identify any other known risks associated with this job role. **There is the possibility of being faced with challenging behaviours, including situations that may require the safe use of physical intervention.**	**X**	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: G. Illingworth Date: 29.05.2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:
Occupational.Health@stockton.gov.uk