

## Senior Residential Support Worker Job Description.

<b>Post:</b>	Senior Residential Support Worker
<b>Responsible to:</b>	Home Manager and Registered Manager.
<b>Schedule:</b>	Monday – Sunday

### Main purpose of job:

The Senior Support Worker will provide first line management and lead a small team of support staff. They will be responsible for ensuring all current and newly referred young people receive high-quality, person-centred support. They will lead and support practice development within the team and will provide coaching and mentoring to team members.

In order to ensure the Senior Support Worker has the opportunity to establish and maintain direct contact and involvement with those we support, an element of their role will be direct support provision.

They will be responsible for preparing and maintaining up to date placement plans and co-ordinating the provision of high quality, individualised, support by support staff. They will ensure good joint working practices are established and maintained with relevant parties.

Key to the job is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with Local Authorities and all other stakeholders.

### Key responsibilities

1. To undertake a lead role in ensuring the care and welfare of each child in placement.
2. To give guidance and support to all Residential Support Workers.
3. To be responsible for the supervision of designated members of staff and record this in the supervision form.
4. To raise any concerns with the Home Manager as appropriate.

### **In support of Key Responsibility 1**

1. To plan, manage and lead shifts ensuring children are kept safe and engaged throughout the day.
2. To ensure the Placement Plan for each child is followed and adhered to at all times.
3. To ensure education is promoted and supported and that each child's attendance in education is maintained.

### **In support of Key Responsibility 2**

1. To ensure that all staff act in a professional manner.
2. To ensure all policies and procedures, as well as risk assessments, are adhered to at all times.
3. To ensure that all staff comply with duty rotas and are included on a 'rolling rota' to gain maximum experience in the working methods of other staff.
4. To ensure that all staff read the Daily Logs, to check all messages at the beginning of work or at any point during the working day as required.
5. To ensure that all staff have written up any incident / accident forms or restraint forms as applicable and that such information is passed to the Registered Manager/home manager within the agreed timescale.
6. To ensure that all staff are familiar with and follow Local Authority Child Protection Procedures and Families for Children Residential Services 'Safer Caring and Child Protection Procedures'.
7. To report immediately to the Registered Manager any issues regarding Child Protection matters.
8. To ensure that all staff are familiar with Policies and Guidance Notes with regard to the care of children, as well as subsequent guidance.
9. To ensure that all staff maintain confidentiality at all times.

### **In Support of Key Responsibility 3**

1. To assist or undertake effective supervisions as required.
2. To offer advice and encouragement to supervised staff with regard to individual training needs.

3. To ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan.
4. To raise any concerns regarding an individual member of staff's progress or attitude with the Registered Manager / home manager (if serious) or at the member of staff's next supervision.

### **In Support of Key Responsibility 4**

1. To raise any serious issues or concerns directly with the Registered Manager.

### **General**

1. To attend meetings and training as required.
2. To share the responsibility for creating a pleasant working environment.
3. To be flexible in hours of work in order to meet tasks required.
4. To be aware of Health and Safety regulations particularly as related to the upkeep of the building and its surroundings.
5. To undertake any other duties that may be reasonably requested.
6. To safeguard and promote the welfare of children and be aware of relevant policies and procedures.
7. Adhere to and promote the Company's Equalities, Inclusion and Diversity Policy.

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of Lundi Education and Care Services.*

## 1. Person Specification

Qualifications and Experience	Essential	Desirable	Source of Evidence
Diploma Level 3 in Residential Childcare	✓		Application form/certificate
Minimum of 2 years' experience of working with young people in a residential setting		✓	Application form
GCSE in Maths and English at C Grade of above or equivalent qualification.	✓		Application form/certificate
Experience and ability of managing, motivating and developing teams.	✓		Application form
<b>Skills and Ability</b>			
Commitment to the provision of high quality person-centered support to empower children, particularly those with emotional and behavioural difficulties.	✓		Interview
Excellent communication skills, both verbal and written	✓		Application/ Interview
Natural leadership skills.		✓	Application/ Interview
Ability to support, manage and develop staff.	✓		Application/ Interview
Ability to work within agreed systems and demonstrate problem-solving skills.	✓		Application/ Interview
Ability to communicate effectively and promote effective relationships with a range of professionals and young people.	✓		Application/ Interview
Willing to work unsocial hours, flexible and self-motivated.	✓		Application/ Interview
Good IT skills	✓		Application/ Interview
<b>Knowledge</b>			
Understanding of a variety of different care practice or therapeutic models.	✓		Application/ Interview
Knowledge of Child Protection & Safeguarding	✓		Application/ Interview
An understanding of the needs of looked after young people.	✓		Application/ Interview
Knowledge of the relevant regulations, legislations and statutory guidance.	✓		Application/ Interview
Demonstrable experience in controlling expenditure.	✓		Application/ Interview
An understanding of intervention strategies.	✓		Application/ Interview
Experience of assessment, care planning, and review.	✓		Application/ Interview

Personal Qualities			
Enthusiasm and flexibility	✓		
To form professional positive, and functional relationships with children and young people	✓		
The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures of the home.	✓		
Able to deal with stressful situations	✓		
To ask for guidance and support when needed and to admit mistakes with a view to continual professional development.	✓		
Calm under pressure	✓		
Commitment to the behaviours and values recognised by the company in relation to integrity, honesty, reliability and compassion.	✓		
Commitment to personal development	✓		
General			
Full UK driving licence and able to drive young people to activities and appointments.	✓		
On the DBS update Service		✓	Interview/ Application form

**I acknowledge receipt of this job description and confirm my agreement to the above expectations and responsibilities.**

<b>SIGNATURE:</b>		Post Holder
<b>DATE:</b>		

<b>SIGNATURE:</b>		HR Manager
<b>DATE:</b>		