

**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

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|--------------------------------|---|----------------------|--|
| JOB TITLE: | Waking Night Officer (Children's) | | |
| GRADE: | G5 (+ unsocial hours payment – 15%) | SERVICE AREA: | Residential services Childrens services |
| JOB CODE: | SS00176 | | |
| REPORTS TO: | Registered Manager, Care Managers | LOCATION: | Residential Homes within Walsall |
| SPECIAL CONDITIONS: | <ul style="list-style-type: none"> Enhanced DBS disclosure is required for this post Ability/willingness to work across children's residential services as required In work rest breaks to be taken on site To work a flexible rota including weekends and bank holidays as the needs of the service requires Our residential homes can accommodate children up to 18 years of age. Due to the nature of this post the department for education national minimum standards state that employees must be 4 years older than the oldest resident. Therefore, applicants must be 22 years of age or older. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. | | |

Main purpose of the job role:

To provide safe care and support to the children/young people of the home.

2. Role specific duties and accountabilities:

- Respond promptly to the needs of the children during the night shift as identified within each child's care/placement plan and in a manner which promotes the child's health, safety and welfare, liaising with other professionals if necessary.
- To check on each child during the shift at appropriate intervals.
- Ensure the interaction with children promotes positive behaviour and is consistent with the individual residential placement/care plans for children.
- To work in a child centred and anti-discriminatory manner
- Undertake duties related to the needs of the children and young people, such as domestic duties, laundry, mending and ironing, as required
- To ensure that all matters related to the care of children are reported in line with departmental policy and procedures
- Ensuring the security of the home during night hours and that any health and safety procedures are undertaken as necessary i.e. fire evacuation

- Work with all staff in the home to promote the safety and development of full potential for each child, including contributing to placement plans
- Work as a member of a team and contribute to the overall running of the home, including attending and contributing to team meetings.
- Ensure the preparation and maintenance of all necessary records and administrative tasks to the required standard, including computerised records, in accordance with Walsall Council policy and Data protection
- To participate in supervision, training and employee performance processes.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



| JOB TITLE | GRADE | |
|---|---|---|
| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: refer to corporate behaviours document | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | I | 3 |
| Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas. | Not Applicable | |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | I | 3 |
| | | |
| Abilities/Skills: (refer to JE guidance document) | | |
| Ability to undertake direct work with Children which is child focused and meets both group and individual care and support needs including managing challenging situations | I | 3 |
| Ability to form and maintain positive and appropriate relationships and personal boundaries with children and significant others | I | 3 |
| Ability to identify situations of concern and take prompt action including working effectively with other agencies | A/I | 3 |
| Ability to identify situations of concern and take prompt action including working effectively with other agencies | A/I | 2 |
| Ability to work as a member of a team and on own initiative | I | 3 |
| Good written skills, | A/I | 2 |
| Good verbal communication skills | I | 3 |

Commented [HHJ1]: Duplicate accept different ratings

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|---|------------|----------------------|
| Good IT skills | A/I | 2 |
| Able to work in an anti-oppressive anti-discriminatory manner | I | 3 |
| The ability to work within a children's rights framework | I | 3 |
| The ability to maintain a safe environment and promote the councils health and safety policy | I | 3 |
| Commitment to professional development including the use of reflective practice | I | 3 |
| Responsibility for maintaining the well being of children and for promoting safeguarding and child protection in the residential home | I | 3 |
| Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any. | | |
| Relevant experience within a children and families work setting | A/I | 3 |
| An awareness of relevant legislation and national and local policy frameworks relevant to Children's residential care | I | 2 |
| Experience of and commitment to the use of IT systems and communication | A/I | 2 |
| Evidence of continuous professional development (where applicable) | A | |
| Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience. | | |
| Good Written and Numerical skills | A | |
| Level 3 Diploma for Children & Young People's Workforce (CYPW) or a relevant children's award (or working towards within 6 months and an ability to achieve within 12 months of commencement) | A | |
| Other Essential Requirements | | |
| An awareness of, and commitment to, equality of opportunity | I | 2 |
| Awareness of, and commitment to, confidentiality and handling data | I | 2 |
| A commitment to providing a high quality service to children and their families | | |
| NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post | | |
| Prepared by: | Glen Jones | Date 18/12/20 |