



# **JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)**

<b>JOB TITLE:</b>	<b>Residential Child Care Worker (Driver)</b>		
<b>GRADE:</b>	G6	<b>SERVICE AREA:</b>	Residential Services
<b>JOB CODE:</b>	CHI388RESIG6		Children's Services
<b>REPORTS TO:</b>	Residential Care Manger	<b>LOCATION:</b>	Residential Homes within Walsall.
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Your designated place of work will be a Residential Home within Walsall. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term.</li> <li>Completion of an enhanced Disclosure and Barring Service (DBS) check, including the Children's Barred List check, is a requirement for working with children.</li> <li>Our Residential Homes can accommodate children up to 18 years of age. Due to the nature of this post the Department for Education Quality Standards state that the employees must be 4 years older than the oldest resident. Therefore, applicants must be 22 years of age or older.</li> <li>To work flexibly on a rota basis that is determined by the ever changing needs of the service, including sleep-in's, weekends, evenings and bank holidays.</li> <li>The postholder must cover at least one shift per week (times / hours of shift will vary). Postholder must be available to work overtime when required to cover staff absence.</li> <li>In work rest breaks to be taken on site</li> <li>To accompany children and young people on activities and holidays and transport children where required using the home vehicle.</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</li> </ul>		

## **1. Main purpose of the job role:**

To achieve positive outcomes for children and young people across all areas of their development, through the provision of safe, personalised, small group care which promotes children's welfare individually and as a group.

Walsall Council takes seriously the responsibility to safeguard and promote the welfare of all the children and young people entrusted to our care and it is our expectation that all staff will share this commitment.

## **2. Role specific duties and accountabilities:**

- Ability/willingness to work across children's residential services if required
- Contribute to the provision of an effective, physical, social and emotional care environment.

- Develop and sustain effective professional relationships with individual young people, providing day to day care and support in accordance with the Homes Statement of Purpose, Quality Standards and the child's placement plan
- Encourage young people to develop and maintain a positive sense of self and individual identity.
- Promote and maximize educational and developmental opportunities and achievements for individual young people.
- Contribute to the good health and wellbeing of children and young people in keeping with their health plan and placement plan.
- Contribute to the social well-being of young people including promoting the principles of social inclusion and the active development of interests in the community.
- Contribute to the evaluation of risk and the protection of young people from harm, including the provision of a safe and stimulating living environment.
- To encourage positive behaviour and manage any challenging behaviour in accordance with legislative and organisational policy and practice requirements
- Work in partnership with young people, their family and friends, colleagues and other agencies to achieve the best possible outcomes for children and young people.
- To assist children and families to maintain positive relationships through supporting contact and/or home visits as detailed in the child's placement plan, including assisting children and families within their own homes if required.
- Contribute to the development, implementation and review of residential placement plans and other relevant plans in conjunction with children, families and significant others.
- To deliver services within a children's rights framework
- To contribute to domestic duties and the preparation of nutritious meals for/with young people
- To contribute to the effective and efficient use of physical and financial resources in compliance with the council's financial and other procedures and regulations
- Ensure the preparation and maintenance of necessary records to the required standard, including computerised records, in accordance with Walsall Council policy and Data protection
- Transporting children to activity venues, education and any other appointments using the home vehicle.

### **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.



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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	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - 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.	A/I	3
<b>Accountability</b> - 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.	A/I	3
<b>Transparency</b> - 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.	A/I	3
<b>Ethical</b> - 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.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Demonstrates an understanding of how to support positive outcomes for looked after children and young people	A/I	3
Ability to undertake direct work with Children which meets both group and individual care and support needs including the ability to effectively manage situations and behaviour that challenges	A/I	3
An awareness of theory and best practice relevant to residential child care	A/I	3
The ability to actively contribute to effective care and residential placement planning	A/I	3
Ability to identify situations of concern and take prompt action including working effectively with other agencies	A/I	3
Ability to work as a member of a team and on own initiative	I	3
Ability to form and maintain appropriate relationships and personal boundaries with children and their families and to disengage appropriately	I	3
To promote, safeguard and protect the welfare of each young person	I	3
Good written, verbal and IT skills	A/I	3
An awareness of child care legislation and guidance relevant to children's residential care	A/I	3
Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge	A/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	2
Commitment to professional development including the use of reflective practice	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
<ul style="list-style-type: none"> <li>Substantial experience of working with children</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>Awareness of relevant legislation and national and local policy frameworks relevant to Children's residential care</li> </ul>	A	
<ul style="list-style-type: none"> <li>Experience of and commitment to the use of IT systems and communication</li> </ul>	A/I	2
Evidence of continuous professional development (where applicable)	A	
<b>Qualification:</b> 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.		
<ul style="list-style-type: none"> <li>Good written and numerical skills</li> </ul>	A	
<ul style="list-style-type: none"> <li>Level 3 Diploma for Children &amp; 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)</li> </ul>	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Must have Full UK driving licence	A	
<b>Prepared by:</b>	Jason Grainger	<b>Date:</b> 02/12/ 2022