

Role Profile			
Role Description	Senior RCW	Function	RCHM
<b>Role Purpose</b>			
To act as a corporate parent and shift manager, ensuring the best care is provided whilst meeting and complying with Ofsted and the Quality Care Standards at all times.			
<b>Key Accountabilities</b>		<b>Key Measures of Success</b>	
<p><b>1. Provide shift management and support to the team</b></p> <ul style="list-style-type: none"> <li>Undertake managerial and supervision activities in the absence on the Deputy Manager and/or Registered Manager</li> <li>Ensure all daily tasks and activities are delegated and completed effectively</li> <li>Conduct team supervision</li> <li>Provide accurate and timely feedback to team members of actions and behaviours</li> <li>Compete all shift and health and safety checks</li> <li>Address any colleagues issues that may occur on shift</li> <li>Coach, support and share experiences with team members to develop confidence and capability</li> <li>Shadow the Deputy Manager and/or Registered Manager as and when necessary to develop on leadership skills and behaviours necessary to progress</li> </ul> <p><b>2. Provide effective safeguarding of young people in their care</b></p> <ul style="list-style-type: none"> <li>Adhere to safeguarding policies at all times, operating in line with MAPA training/Team Teach policy and training</li> <li>Ensure all necessary risk assessment are up to date and accurate</li> <li>Supports peers to consistently work within safeguarding policies and procedures at all time</li> <li>Fully understand the 'Whistle Blowing' policy and 'Escalation' policy and know when to apply these effectively</li> <li>Positively engage with multiple agencies as and when necessary</li> <li>Proactively keep the young people safe from any form of potential harm or abuse</li> </ul> <p><b>3. Support and develop the mental and physical health and wellbeing of young people in their care</b></p> <ul style="list-style-type: none"> <li>Ensure all aspects of care are applied consistently in line with the Children Home Regulations Quality Standards</li> <li>Attend LAC meetings and complete the necessary paperwork to support these</li> <li>Apply effective methods to ensure the wellbeing of young people including risk assessments, core plans, learning about the individual etc.</li> <li>Proactively address the mental wellbeing of the young people through effective stimulation, support, comfort, therapy and consistency</li> <li>Work within the set behavioural management plans</li> <li>Work within the set boundaries for the each young person to ensure a consistent approach</li> <li>Understand and work within the individual health needs of each young person which may include but not exhausting               <ul style="list-style-type: none"> <li>Eating and diet plans where appropriate</li> <li>Administering the correct medication</li> </ul> </li> </ul>		<p><b>1. Provide shift management and support to the team</b></p> <ul style="list-style-type: none"> <li>100% of daily tasks and checks are completed within the agreed timescales</li> <li>Team members are developing and achieving their goals</li> <li>100% of supervisions completed on time</li> <li>All colleagues issues are rectified in a timely manner</li> <li>Team members are supervised, coached and provided with timely feedback</li> <li>Feedback from team members is positive</li> </ul> <p><b>2. Provide effective safeguarding of young people in their care</b></p> <ul style="list-style-type: none"> <li>Ofsted judgements of at least or outstanding achieved</li> <li>100% of policies and procedures are adhered to at all times</li> <li>100% accurate reporting</li> <li>Young people are safe at all times</li> <li>Successful and positive monthly supervision with Deputy or RM</li> </ul> <p><b>3. Support and develop the mental and physical health and wellbeing of young people in their care</b></p> <ul style="list-style-type: none"> <li>Individual outcomes are in line with expectations</li> <li>100% adherence to 'Children Home Regulations Quality Standards'</li> <li>Outcomes from review meetings and actions are completed within agreed timescales</li> <li>100% of associated documentation completed accurately within the agreed timescales</li> </ul>	

<ul style="list-style-type: none"> <li>○ Attending medical/hospital appointments/health checks/dental/CAMHS</li> <li>• Engage with and work in partnership with multiple agencies to gain the right support for each young person</li> </ul> <p><b>4. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people</b></p> <ul style="list-style-type: none"> <li>• Work within the agreed 'Independence Plan' for each young person, tracking and monitoring progression</li> <li>• Assist the young people to set aims and goals and support them in the achievement of these</li> <li>• Develop and support young people in developing key life skills from basic hygiene, daily chores, shopping and financial management/savings/pocket money (whichever are the most appropriate)</li> <li>• Encourage and coach the young people to make the right choices, take responsibility for their actions and consider the possible consequences</li> <li>• Ensure consistent consequences are applied to young people based on their actions and behaviours</li> <li>• Ensure that the young people have a good appreciation of equality and diversity by showing respect for others and taking time to understanding wishes, feeling and cultural differences</li> <li>• Support and enable the young people to access the community (where applicable) in a positive and responsible manner</li> </ul> <p><b>5. Enable and support young people to engage with the education system positively</b></p> <ul style="list-style-type: none"> <li>• Support and encourage school attendance</li> <li>• Undertake the necessary transport arrangement to ensure the young people commute safely to school</li> <li>• Update and complete home work/school diaries</li> <li>• Help and support young people in the completion of home work</li> <li>• Attend school meetings, events and trips</li> <li>• Identify activities that support education development that will benefit the young people</li> <li>• Research, plan and support educational activities and resources</li> <li>• Promote positive behaviours and actions and support this through appropriate reward systems and sanction</li> <li>• Support and coach young people in creating CVs and preparing for interviews</li> <li>• Work within the agreed semi-independence packages</li> </ul> <p><b>6. Understand what section of care the children are under and work within this at all times</b></p> <ul style="list-style-type: none"> <li>• Participate in multi-agency meetings to gather and share information to get the right outcome and best support for the young people</li> <li>• Identify and escalate when Social Workers need involvement with the young person</li> <li>• Facilitate and support family contact and relationships where applicable</li> <li>• Organise transport and supervise visits</li> <li>• Ensure confidentiality is not breached at any time, understanding what information can and can't be shared</li> </ul> <p><b>7. Conduct and supervise (when shift managing) administration and domestic duties in order for the home to run effectively and compliantly</b></p> <ul style="list-style-type: none"> <li>• Conduct necessary domestic duties and low level maintenance work and gardening (light bulbs/decorating) within the home environment</li> <li>• Accurately complete all the necessary paperwork, inclusive but is not exhaustive to:             <ul style="list-style-type: none"> <li>○ Daily running records and observation</li> <li>○ Contact notes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Individual needs are met in line with agreed plans (mental, physical, well-being)</li> <li>• Positive relationship with multiple agencies are developed and maintained</li> </ul> <p><b>4. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of young people</b></p> <ul style="list-style-type: none"> <li>• Individuals meet life skills and independence expectations in line with plans</li> <li>• Consistent consequences are applied</li> </ul> <p><b>5. Enable and support young people to engage with the education system positively</b></p> <ul style="list-style-type: none"> <li>• 100% of all education related activities are completed within the agreed timescales</li> <li>• 100% of semi-independence packages are adhered to</li> </ul> <p><b>6. Understand what section of care the children are under and work within this at all times</b></p> <ul style="list-style-type: none"> <li>• Full understanding and knowledge of all sections of care relevant to the young people in their care</li> <li>• Relationships with families are supported and encouraged</li> </ul> <p><b>7. Conduct and supervise (when shift managing) administration and domestic duties in order for the home to run effectively and compliantly</b></p> <ul style="list-style-type: none"> <li>• All domestic and low level maintenance duties are</li> </ul>
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<ul style="list-style-type: none"> <li>○ Log book/handover</li> <li>○ Monthly progression plans</li> <li>○ Medical treatment forms/medical books</li> <li>○ Body maps</li> <li>○ Post contact sheets</li> <li>○ Incident reports</li> <li>○ Personal needs sheets/finances</li> <li>○ Concern sheets</li> <li>○ Physical intervention log</li> <li>○ Sanctions/rewards logs</li> <li>○ Health and safety and building checks</li> <li>○ Meal/activities/residence meeting logs</li> <li>○ Shift planner</li> <li>○ Personal/key worker reviews</li> </ul> <p><b>8. Acts as a Key Worker for specific young people as and when required</b></p> <ul style="list-style-type: none"> <li>● Act as the main co-ordinator of services for a particular young person(s) in the home</li> <li>● Where possible have involvement in visits prior to admission and during transition to help settle the young person in as quickly as possible</li> <li>● Establish and maintain an appropriate and professional relationship with the young person</li> <li>● Work in partnership with multiple agencies and family members (where applicable) to provide the best level of care and outcomes for the young person in line with the Placement Plan</li> <li>● Help and support other colleagues to follow the agreed approaches and care strategies set out in the Placement Plan</li> <li>● Ensure all appropriate case files are organised, maintained and stored securely</li> <li>● Ensure all necessary paperwork i.e. risk assessments, records and placement plans are up to date, prepared and collated in readiness for Key Worker meetings, LAC meetings and Placement Plan reviews</li> <li>● Help to monitor and evaluate the effectiveness of the placement plan and care strategies, feeding back to the relevant parties accordingly</li> <li>● Attend and contribute to any relevant professional meeting in relation to the young person</li> <li>● Work in partnership with colleagues to assist the young person in developing and maintaining social, recreational, cultural and religious links through daily living activities inside and outside the home</li> </ul>	<p>completed to the agreed standards</p> <ul style="list-style-type: none"> <li>● 100% of paperwork completed accurately within the agreed timescales</li> </ul> <p><b>8. Acts as a Key Worker for specific young people as and when required</b></p> <ul style="list-style-type: none"> <li>● Placement Plan is accurate and followed correctly</li> <li>● 100% of paperwork is accurate and completed to the agreed timescales</li> <li>● Attended meetings are fully prepared for</li> <li>● Feedback from agencies is positive</li> <li>● Individuals expectations are met in line with Placement Plan</li> </ul>
<p><b>Enablers to the Role (Skills, Knowledge, Experience)</b></p>	
<ul style="list-style-type: none"> <li>● Experienced RCCW with a track record of high performance or 1-2 years working in a transferable role</li> <li>● Diploma Level 3 in Residential Child Care (England) qualified or above</li> <li>● Good knowledge of how to work with young people of all abilities</li> <li>● Good basic English, Maths and IT skills</li> <li>● NVQ qualified</li> <li>● Good communication and listening skills</li> <li>● Demonstrates a caring nature</li> <li>● Excellent organisational skills</li> <li>● Experience with working with a diverse group of people</li> <li>● Good team player</li> <li>● Track record of showing initiative and sharing ideas</li> <li>● Experienced in being assertive and consistent</li> <li>● Accurate record keeper</li> <li>● Sound knowledge of equality and diversity</li> <li>● Takes accountability for own training and continual professional development</li> <li>● Ability to work within a 24/7 operation</li> </ul>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

