



## JOB DESCRIPTION

- Job Title:** **Care Worker 4** (This role is considered a 'care worker' within the meaning of the Care Standards Act)
- Grade:** **CW4**
- Reporting To:** **Team Manager / CW5**
- Purpose of Job:** Working co-operatively and within a multi-disciplinary team, to take the lead in the drafting, co-ordination, implementation and monitoring of individual programmes for a specific child or children.

The Shires is committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers and contractors to share this commitment.

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During the school year care staff will work within both the educational and residential setting during the course of a shift.

### Duties and Responsibilities

#### 1. Safeguarding and promoting diversity and choice.

- a. Safeguard and protect the privacy, human rights and dignity of the students at The Shires and enable them to take as much control over their lives as possible.
- b. Treat all students and other staff members with respect, recognising what each individual contributes and valuing the differences of their gender, disability, social, cultural and religious experiences and preferences.
- c. Report any and all incidence of abusive or discriminatory behaviour to the stated senior (in line with Safeguarding Guidance.) ***Failure to do so will leave you in a position of equal responsibility for the incident as the perpetrator.***

#### For a specific child or children:

1. Provide information and support to the Team Manager/CW5, school and home managers and specialist therapists in developing effective and co-ordinated therapeutic plans for the child's behaviour, care, and personal and emotional development.
2. Ensure that the programmes and targets that are agreed for each child in terms of care and behaviour management are written into clear action plans and guidance



notes within the placement plan<sup>1</sup> in a way that is clearly understandable by all who need to implement it.

3. Ensure that the records for each child are maintained fully up to date and completed in line with the agreed standards and timelines. This includes health and nutrition plans, treatment logs, care and behaviour plans. Report non-compliance to Team Manager/CW5 and senior managers.
4. Regularly and in accordance with policy evaluate all aspects of the care provided to a specific child or children in both the educational and residential settings and feed back the information to the management team to review and adapt programme planning.
5. Work closely with a designated 'co-worker' to achieve consistency across the shifts, ensuring that important information is transferred effectively between teams and shifts.
6. Support the Team Manager/CW5 with the responsibility for reviews in preparing and presenting information as required for internal and external reviews and attend reviews as required.
7. In conjunction with the Team Manager/CW5 responsible for medication and appointments, take the lead as required in organising, communicating and monitoring routine care activities such as dental and medical appointments for the child.
8. Take responsibility for leading shifts as required by the Team Manager/CW5 and lead shifts in accordance with the requirements of the role.

## **2. Care responsibilities**

- a. Supervise and support individuals or groups of pupils in educational, social and leisure activities to promote their educational, personal and social development, ensuring their safety and well-being at all times. Contribute to the management of pupil behaviour in all settings.
  - b. Assist in the preparation and supervision of activities in the home and school setting under the direction of the shift leader or Team Manager/CW5, or school staff in the school setting.
- Support individual children in accordance with their needs as outlined in the placement plans, including all aspects of personal care and supporting children in attendance at medical appointments as required.
  - Ensure that all recording and reporting is up-to-date, and completed accurately and on time, and meets the standards outlined in school policies and guidelines and laid down by team managers and care managers.
  - As required by the shift leader, assist with the care and maintenance of the home.

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<sup>1</sup> A Placement Plan is the term used by the National Minimum Care standards to describe how the Shires will meet the young person's needs. It includes the Care Plan, Behaviour Plan, Health and Nutrition Plan, and Education Plan.



### **3. Professional Practice**

- a. Be well informed and have up-to-date knowledge regarding the support needs of young people in your care. Staff should be fully aware of and provide care that is in line with the contents of the young person's individual care, education and behaviour plans.
- b. Ensure that all duties are carried out in accordance with the standards laid down by the National Minimum Care Standards and OFSTED as the inspecting organisation for the home, and in line with The Shires own policies and procedures.
- c. Maintain confidentiality for all areas of The Shires, its staff and its work.
- d. Be aware of Fire and Health and Safety Regulations, ensuring that any hazards or other issues relating to health and safety of either staff or pupils are reported.
- e. Record any damage to the building, equipment or resources, and notify ancillary staff of issues that need to be resolved.
- f. Co-operate with all Shires' staff in maintaining harmonious inter-personal relationships.

### **4. Develop own knowledge and practice**

- a. Participate in regular supervision sessions and seek advice and guidance as and when required.
- b. Conduct peer-supervision for more junior staff as delegated by the Team Manager/CW5.
- c. Attend and contribute to workshops, training events etc. as and when required.
- d. Make every effort to sustain an up-to-date and developing personal knowledge and awareness of care and educational practice regarding young people with an autistic spectrum disorder.
- e. Agree personal objectives with Team Manager/Supervisor and review progress on a regular basis.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties at The Shires as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.



## **PERSON SPECIFICATION**

### **Qualifications / Experience**

#### **Essential**

- Must be computer literate - Windows, Word, Excel
- Must have good analytical and reporting skills
- Must have experience of working with children or young people with special needs and an excellent understanding of Autism
- Must be a good communicator, both written and verbal
- Must be able to work accurately, to deadlines
- Displays a commitment to promoting the safe guarding and well being of young people
- Have achieved the Level 3 Diploma for Residential Childcare or equivalent

#### **Desirable**

- Experience of a care co-ordinator type role
- Ability to swim or prepared to enter water to assist students
- Ability to drive The Shires people carriers

## **ADDITIONAL INFORMATION**

### **Training & Qualifications**

All staff will be encouraged and supported in their learning in accordance with the Company Training Policy.

All support staff are required to:

1. Attend 5 professional training days per year;
2. Attend staff meetings and training as required;
3. Participate in regular management, support and development sessions and annual appraisal with their line manager.

### **Shifts**

The shift pattern for a CW4 is working 2 on / 2 off

- Each shift is 14 hours, from 07:00 – 21:00.
- A 14 hour shift will include a one hour unpaid lunch-break and two paid 15 minute breaks
- Shifts include weekends and bank holidays

### **Holiday**

The annual holiday entitlement is 23.5 days paid holiday per year (6.6 weeks); this includes statutory public holidays.