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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Residential Care Practitioner – Children and Young People | **Post No** | W6711 |
| **Directorate** | Children and Young People | | |
| **Division** | Children, Young People and Families | | |
| **Band and Salary** | Band C2  £26,835 - £29,572 pro rata, per annum. Incremental progression is subject to performance.  This role includes 2 atypicals for the requirement to work evenings, weekends and bank holidays for those working on a rota basis.  For some alternative working patterns, where atypicals do not apply, salary Band C will apply; £25,992 - £28,624 pro rata, per annum.  This role also includes sleep ins, for which an additional payment will be made (current rate is £41.78 per sleep in). | | |
| **Responsible to** | Senior Children and Young People Practitioner and Registered Manager | | |
| **Location** | Various locations across Solihull | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and access to a car, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** | This post is subject to compliance checks in line with Schedule 2 requirements for working in a children’s home, including a pre-employment medical check.  This post carries a requirement to complete varying shifts to assist in the provision of a 24-hour service.  Depending on which role is applied for, shifts may include early mornings, late evenings, weekends and bank holidays, and sleep-in shifts, with the possibility of waking nights. Sleep in shifts receive an additional payment.  While every effort will be made to maintain shift patterns, they are subject to change to meet the needs of the children and young people.  On occasions you may be requested to change your rota at a given notice as per your contract, to ensure the contingencies of the service are covered. This may also include covering an additional sleep-in duty as an emergency measure (for which an extra payment will be made). |

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| **Role Purpose** |
| The CYP Care Practitioner is required to assist their Line Manager and Registered Manager in the provision of a high-quality service provided by Solihull Metropolitan Council to keep our Children and Young people local.  The post holder will provide nurture, care, guidance, and support to children and young people. To attend to their practical, social, educational, physical, and emotional needs. To foster positive, meaningful relationships acting as an appropriate role model to enable them to address challenges, build resilience and achieve their optimum potential.  The post holder will be required to assist in the provision of a 24-hour service; this will include working sleep-in shifts with a possibility of waking nights. While every effort will be made to maintain shift patterns, they are subject to change to meet the needs of the children and young people. |

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| **Role Responsibilities** |
| **Specific Duties and Responsibilities**   * To carry out tasks, duties and responsibilities as assigned by the Registered Manager. This role requires adherence to ‘The Childrens Homes Regulations 2015’. * To effectively safeguard and protect children and young people from harm. * To promote Equality, Diversity and inclusion in all aspects of the role, both in conduct and practice. * Being familiar with all home policies and procedures and adhering to them. * To maintain a high quality of care and support which meets the physical, emotional, intellectual, social, and cultural needs of children and young people. * To provide a caring, supportive, and nurturing environment in which children/young people can feel secure and free from harm. * To develop and prepare a young person for their adult journey ahead. Providing support and direction with practical skills, education/training/employment options, self-care, and healthy habits to promote personal and emotional resilience. * Establishing relationships which young people perceive to be positive, warm, and rewarding. * Support young people in their emotional and social learning, challenging unacceptable behaviour and rewarding positive behaviours. * To effectively support young people through displays of complex and challenging behaviours, utilising de-escalation techniques. * Being ambitious for young people, helping them achieve their goals and optimise their potential. * Provide support for young people in their education and extracurricular activities, this may include supporting them in the classroom if necessary. * Empowering young people and facilitating their active involvement in decision making about their lives and future, ensuring to reinforce Childs Rights. * Work to the young person’s risk assessments, and behaviour management plans. * Keep accurate records, provide written reports on young people for planning meetings, reviews or any other meetings as directed by management. * Attending to practical matters in relation to childcare (cooking, cleaning, general maintenance around the home etc) * Ensure the home environment is well maintained and presented, that it remains in a clean and hygienic state, is homely, warm and personalised to the tastes and interests of the young people * Being proactive and curious in approach with the aim of identifying areas which may need further exploration, 1:1-time or safeguarding actions. * To act as a key worker or co-worker for a young person to ensure that the young person’s care plans accurately reflect their current care needs * Encouraging the young person to develop links with the community, attend off-site activities and expand their personal social network * Where appropriate supporting a young person to maintain and improve their relationships with their family members. * In accordance with the guidelines on Health and Safety, to accept responsibility for working within these guidelines and reporting any concerns to the Registered Manager. * To undertake such other duties appropriate to the grade of the post and the needs of the Home such as decorating, gardening in order to develop and maintain service delivery   **Teamwork**   * To contribute towards, uphold and develop a positive, transparent, and respectful culture. * Working collaboratively to home objectives. Working together through challenging times to build team resilience and maintain staff morale and consistency of care; the overall ability to evoke ‘share the load’ attitude in times of crisis. * Attending team/ staff meetings and making a positive contribution to them. * Attending and contributing to regular supervision sessions * Being alert to and monitoring the conduct of colleagues and referring on any causes for concern in line with relevant policies and procedures.   **General Responsibilities**   * Driving company vehicles (current driving licence holders subject to procedures) * Receiving training appropriate to the role and maintaining an up-to-date training profile * Responsibility for the accurate maintenance of financial records appropriate to the duties of the post * Responsibility for the health, safety and welfare of self and colleagues in accordance with the requirements of the organisational Health and Safety Policy. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Level 3 Diploma in Residential Childcare (or equivalent e.g., NVQ Level 3 Health & Social care, Level 3 Children & Young People Workforce Diploma etc).  **OR**  GCSE Grade C/4 or above in English and Maths (or equivalent) and a commitment to successfully complete a Level 4 Diploma in Residential Childcare within 2 years of appointment  (Minimum qualifying contracted hours for undertaking an apprenticeship is 16 hours.) | Level 4 Diploma in Residential Childcare (or equivalent e.g., NVQ Level 4 Health & Social care etc). | Application and Certificates |

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| **Experience & Knowledge** | Previous experience of working and/or volunteering in a health, social care or educational setting. | Previous experience of working directly with Children and Young People | Application, Prescreen and Interview |
|  | Experience of working within an Ofsted registered environment | Application and Interview |
| Experience of dealing with challenging behaviours | Previous experience of managing and deescalating challenging behaviours including physical aggression | Application, Prescreen and Interview |
| Knowledge and understanding of safeguarding procedures | Previous experience working to safeguarding policies and procedures to safeguard children | Interview |
| Awareness of trauma impact on children and young people | Previous experience of working in a ‘trauma informed’ way | Interview |
| An awareness of the difficulties and challenges facing young people today | Previous experience of providing guidance and support to young people | Interview |
| Understanding of Equality, Diversity, and Inclusion | Previous experience of promoting Equality, Diversity, and Inclusion through anti-oppressive practice | Prescreen and Interview |
|  | Knowledge of The Childrens Homes Regulations 2015 | Interview |

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| **Skills & Abilities** | Ability to engage and motivate young people |  | Application and Interview |
| Self-awareness & personal resilience |  | Application and Interview |
| Ability to work calmly in challenging situations |  | Application and Interview |
| Ability to work effectively as part of a team and as an individual |  | Application and Interview |
| Effective time keeping skills |  | Interview |
| Effective written and verbal communication skills |  | Application, Prescreen and Interview |
| Ability to maintain accurate and factual records |  | Interview |
| Ability to use own initiative |  | Interview |
| A willingness to learn and develop professionally and be reflective on own practices |  | Interview |
| A positive, strength-based approach to work and challenges. |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all. | Interview |
| **Trust and Respect -**You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Prescreen and Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** | Ability to safely utilise physical intervention as a last resort, when challenging behaviour becomes unsafe. | Interview |
| Work flexibly over a 24-hour rota process to meet service need within your contracted working days | Interview |
| Required to attend relevant training | Interview |
|  | Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | Application,  Prescreen, Interview, Certificates |

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| **Compiled/Reviewed by** | Beth Massey |
| **Date** | November 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.