

## Clovelly House Person Specification and Job Description – Senior childcare practitioner

### Job Description

General	Responsibilities	Desirable	Essential	Comments
<p>1. To support the home manager in taking responsibility for the management of the home</p>	<p>To demonstrate a detailed professional knowledge of the day to day running of the home</p> <p>To have excellent communication skills</p> <p>To stand in for the home manager in his/her absence, whilst maintaining a 'hands on' approach to running the home</p> <p>To participate in an 'on call' rota system and maintaining contact with the Principal and home when required</p> <p>To take a role in the supervision of newer residential staff members whilst on shift at the home</p>		/	
<p>2. To ensure that there is clear leadership and management of practice in the running a shift team in the home</p>	<p>To support the maintenance of a quality led service in the operation of the home.</p> <p>To ensure that all staff members in the team are working to National Standard 20 criteria and OFSTED framework outcomes.</p> <p>To co-operate with regulation 44 audits and comply with regulation and inspection requirements.</p> <p>To support the home manager to lead the residential staff in being aware of their responsibilities at work and communicate the organisational aims to provide a service user led service.</p> <p>To offer support and supervision to the residential staff team and organise a sharing of responsibilities maintaining regular communication channels.</p> <p>To take responsibility for reporting any disciplinary and grievance issues to the home manager and/or the Principal.</p> <p>To take responsibility for keeping up to date with relevant training.</p>		/	
<p>3. To ensure the highest standards of care are maintained which are consistent with the requirements of the registering authorities and the organisational policies</p>	<p>To be responsible for monitoring the welfare of the young people while accommodated at the home, including liaising with the safeguarding officer in respect of all safeguarding investigations and enquiries and complaints and identifying needs to ensure that conclusions are being achieved.</p> <p>To take a role in key working for individual young people and ensuring that professional meetings, Care team meetings, staff young people and relative/advocates meetings are planned and take place, including the recording of outcomes and actions.</p> <p>To be mindful of the well-being of young people, ensuring that they are</p>		/	

	encouraged to air their views and that their voice is heard, medical appointments are made and kept and staff monitor the mental health of all.			
4. To maintain the highest levels of safeguarding	To have a good understanding of safeguarding and ensuring that staff members embed the highest standards of safeguarding practices across all aspects of the home To ensure that all paperwork concern to do with safeguarding are recorded and reported to the appropriate channels		/	
5. To maintain the highest standards of Health & Safety in the home.	To support the home manager to take responsibility for ensuring that there are risk assessments for all young people, all areas and equipment within the home which are devised in collaboration with senior managers and comply with H&S guidelines. To support the home manager to ensure that health and safety checks are undertaken regularly and within guidelines including fire safety, first aid, health and safety, food hygiene. To take on additional responsibilities for H&S checks in the home.		/	
6. To manage challenging behaviour in line with company policies and procedures	To understand the importance of relationships and attachment theories when working with young people To ensure that staff members in the team are aware of the importance of holding boundaries and applying sanctions consistently To understand the importance of liaison and ensuring that communication between the adults is vital in managing behaviour To ensure that positive behaviour Systems are implemented and followed through according to the policies and procedures To ensure that staff members in the team record and report behaviour incidents timeously and accurately to all relevant professionals To address behaviour management issues in supervision with all staff members		/	
7. To support the home manager in meeting budgeting requirements in the home	To ensure that equipment purchased for the home provides good value whilst meeting needs To be responsible for the monitoring of purchases to ensure that there is a minimal wastage, no excess stocks of items and that collective purchases are being maintained within budgets.		/	
8. To support the home manager to take responsibility for the maintenance of the building,	To encourage young people and staff members to respect and care for the environment.		/	

fixtures and fittings and the equipment in it	To support the home manager to monitor staff members checks of equipment and the building to ensure that maintenance issues are recorded and reported early			
9. To support the home manager to take responsibility in promoting the home to external officers and developing a good relationship with referring agencies	To take a pro-active role in promoting the home to referring agencies To monitor staff members contact with outside agencies to ensure that individual members are maintaining positive relationships with families and external agencies		/	
10. To undertake any other duties commensurate with the pay-scale as identified and directed by the Principal	To comply with reasonable requests for additional duties as required to maintain high standards and good care practices.		/	

## Person specification

Specification		Desirable	Essential	Comments
To have level 2 qualification in child care, or equivalent qualification and have or be prepared to work towards the Level 3 Diploma	To have the National Diploma L2 or equivalent qualifications To be prepared to work towards the L3 diploma		/	
To have a minimum of two years' experience in working in a similar setting	To have worked in a care setting or with young people with challenging behaviour To have a sound knowledge of working with young people of 8-18		/	
To be enthusiastic and positive about the role while maintaining a realistic understanding of what the role entails	To demonstrate a positive attitude towards the requirements of the post To be realistic about the demands of the role To be enthusiastic and keen to take on secondary duties and the training required for these		/	
To have a good understanding of the importance of well-being and high quality care for the young people	To understand the importance of well-being for the young people, the staff and self To demonstrate an understanding of the balance between holding boundaries with the young people and offering care and nurture To be conversant with the concepts associated with high quality care To be prepared to key-work and take on a role as head of a care team		/	
To be able to offer diversity to the role and be an excellent role model for the staff team and children	To display professional behaviour in line with the requirements of the role at all times To have a positive approach to running the shift at the home To promote and value equality and diversity		/	
To have excellent communication skills	To liaise effectively with the home manager, Principal, and senior managers across the organisation To communicate all relevant information to the home manager, Principal, education staff and care staff To be able to maintain the most appropriate communication channels that ensure full awareness of all issues and developments to all relevant residential and teaching staff that they are updated on a regular basis To maintain close links with the education team to ensure the highest educational outcomes for children To build relationships with the young people so that they may feel comfortable discussing issues with you To communicate effectively and professionally with parents/carers and external agencies		/	
To have a good understanding of safeguarding	To understand the importance of safeguarding young people		/	

	To have training and experience in managing safeguarding incidents To understand the systems and safeguards in place for protecting children			
To understand the importance of Health & Safety issues	To have experience in maintaining high standards of Health & Safety in various settings To understand the need for monitoring checks for maintaining H&S		/	
To have a good record of attendance and reliability	To understand the importance of regular attendance and punctuality To understand the impact that absence causes for the young people and the team		/	
To have good health in order to be able to fulfil the demands of the role	To be personally fit enough to undertake this demanding role		/	
To be able to drive and have own transport to get to work and back including for 'call outs'	To be able to get to work independently and to respond to 'call outs' of necessary To be prepared to transport young people to activities and visits when required		/	
To have a clear sense of purpose and personal direction in line with the potential of the role	To be sure that this is the right role for you To understand the management structure and where the role fits To be ambitious and keen to take on additional responsibilities within the role	/		

I have read the job description and the person specification.

I understand that this list is not exhaustive and there may be additional tasks which I am requested to perform.

I accept this job description as a definition of the key responsibilities I will be expected to perform whilst I am in the employ of Clovelly House.

Signed (employee) ..... Date: .....