

# Kent County Council

## Job Description: *Residential Support Worker*

---

**Directorate:** Children, Young People and Education

**Unit/Section:** Unaccompanied Asylum Seeking (UAS) Children's Service

**Grade:** KSE

**Responsible to:** Children's Home Manager

### **Purpose of the Job:**

Work as a member of a team providing a nurturing, stimulating and safe environment which will promote the emotional and physical well-being of children. To provide direct care to children by engaging them in stimulating and meaningful learning activities/routines. To encourage children to express their wishes and feelings and make their own choices as much as possible. To support children to attend all their appointments, to learn English and help them feel happy and safe. By doing this the Residential Support Worker helps make sure children are cared for and ready to move to a more permanent home.

### **Main duties and responsibilities:**

- Have responsibility for the day to day care of the children living in the home, under the direction of the Children's Home Manager in line with Directorate Policy and Children's Homes Regulations 2015 including the Quality Standards.
- Keep up to date with National and Directorate policies and procedures, ensuring robust compliance in accordance with Ofsted regulations.
- Promote equality for all individuals which recognises and encourages anti-discriminatory behavior, children's rights, choices, personal beliefs and identity.
- Attend daily handover meetings with the Children's Home Managers to understand what tasks need to be completed, by who and when, during the shift.
- Support the Children's Home Managers in welcoming and orientating all children to the home.
- Work with colleagues and other professionals to deliver a weekly program of education and activities so children have stimulating and meaningful learning and experiences.
- Maintain records for every child on Liberi so they are clear, accurate and available for review by Social Workers and Managers.
- Accompany children to/from all their appointments, which will involve transporting the children in a company vehicle. Book follow up appointments when accompanying children to initial appointments.
- Attend and contribute to children's Child in Care reviews.

- Complete Incident Reports and submit these to the Children's Home Managers whenever concerns are raised regarding the behaviours and safety of children, staff or a third party.
- Assist in the general operational duties of the home which could include laundry, preparing meals and other tasks, as directed by the children's Home Manager.
- Attend regularly and participate fully in supervision, team meetings and the appraisal process.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Residential Support Worker*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People.</p> <p>Evidence of relevant professional development.</p>
<b>EXPERIENCE</b>	<p>Working within a children's residential care setting.</p> <p>Substantial and diverse experience of working with children and families.</p> <p>Working with Ofsted regulations to implement children's service provision.</p>
<b>SKILLS AND ABILITIES</b>	<p>Effective communication skills including verbal and written using a variety of tools with children and professionals.</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team.</p> <p>Computer literate – able to use basic IT programs including Microsoft Outlook and Microsoft Word.</p> <p>Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.</p> <p>Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</p> <p>Ability to drive a company vehicle to meet the requirements of the service.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p> <p>Ability to work on a shift rota system that is across 7 days.</p> <p>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li></ul>

- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making