

## JOB DESCRIPTION

**Job:** Senior Residential Support Worker

**Office Location:**

**Reports To:** Service Manager

**Hours of Work:** 40 Hours

### KEY RESPONSIBILITIES

1. To undertake a lead role in ensuring the care and welfare of each child in placement.
2. To give guidance and support to all Residential Workers.
3. To be responsible for the supervision of designated members of staff and to record this in the Supervision Sheet on the member of staff's file.
4. To raise any concerns with the Registered Manager as appropriate.

### KEY TASKS

#### In support of Key Responsibility 1

1. To plan, manage and lead shifts ensuring children are kept safe and engaged throughout the day.
2. To ensure the Placement Plan for each child is followed and adhered to at all times.
3. To ensure education is promoted and supported and that each child's attendance in education is maintained.

#### In support of Key Responsibility 2

1. To ensure that all staff act in a professional manner.
2. To ensure all policies and procedures, as well as risk assessments, are adhered to at all times.
3. To ensure that all staff comply with duty rotas and are included on a 'rolling rota' to gain maximum experience in the working methods of other staff.
4. To ensure that all staff read the Daily Log Book to check all messages at the beginning of work or at any point during the working day as required. e.g. following a day trip.
5. To ensure that all staff have written up any incident / accident forms or restraint forms as applicable and that such information is passed to the Registered Manager within the agreed timescale.
6. To ensure that all staff are familiar with and follow Local Authority Child Protection Procedures and Families for Children Residential Services 'Safer Caring and Child Protection Procedures'.
7. To report immediately to the Registered Manager any issues regarding Child Protection matters.
8. To ensure that all staff are familiar with Policies and Guidance Notes with regard to the care of children, as well as subsequent guidance.
9. To ensure that all staff maintain confidentiality at all times.

#### In Support of Key Responsibility 3

1. To assist or undertake effective supervisions as required.
2. To offer advice and encouragement to supervised staff with regard to individual training needs.
3. To ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan.

4. To raise any concerns regarding an individual member of staff's progress or attitude with the Registered Manager (if serious) or at the member of staff's next supervision.

**In Support of Key Responsibility 4**

1. To raise any serious issues or concerns directly with the Registered Manager.

**GENERAL**

1. To attend meetings and training as required.
2. To share the responsibility for creating a pleasant working environment.
3. To be flexible in hours of work in order to meet tasks required.
4. To be aware of Health and Safety regulations particularly as related to the upkeep of the building and its surroundings.
5. To undertake any other duties that may be reasonably requested.
6. To safeguard and promote the welfare of children and be aware of relevant policies and procedures.
7. Adhere to and promote the Company's Equalities, Inclusion and Diversity Policy.
8. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the Children Residential Services.