Senior Residential Childcare Officer

Fixed term for 12 months

Pay Band H / SCP 29 - 31

Salary £26,470 - £28,221 per annum

Job reference: CVP 539a

Contents

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2. The council's vision and objectives
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8. Equality and diversity sub groups
Dear Applicant

**Post of Senior Residential Childcare Officer**

This post is exempt from the provisions of the Rehabilitation of Offenders Act which means you must provide details of any convictions (including those which are 'spent'), in addition to any cautions and bindovers orders that you have received in the last 12 months.

Thank you for your enquiry about the post at Knowsley Metropolitan Borough Council.

Please find enclosed further details about the post and an application form for you to complete and return by the **Friday, 21 September 2018**. You can find out more about Knowsley Council from our website at [www.knowsley.gov.uk](http://www.knowsley.gov.uk).

Interviews are likely to take place within four weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

The council places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, the council will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact us as soon as possible on telephone number 0151 443 3434. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that the Council will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: recruitment@knowsley.gov.uk

I look forward to receiving your application and thank you for your interest in this post.

Yours sincerely

Jaci Dick

Jaci Dick

Human Resources Manager
Our shared vision - to make Knowsley: *The Borough of Choice*

“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”

**Our Council Values**

<table>
<thead>
<tr>
<th>CORE VALUES:</th>
<th>Act with integrity</th>
<th>Being accountable</th>
<th>Openness and transparency</th>
<th>Respect for people</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Demonstrates honesty, reliability and trustworthiness</td>
<td>• Acknowledges and assumes responsibility for actions and decisions</td>
<td>• Makes decisions in an open and transparent manner</td>
<td>• Champions equality and diversity with all people at all levels</td>
</tr>
<tr>
<td></td>
<td>• Does the ‘right’ thing</td>
<td>• Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</td>
<td>• Shares information whenever possible</td>
<td>• Treats people in the way they would like to be treated</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates consistency</td>
<td>• Explains when information can’t be shared</td>
<td>• Is open to new ideas and new ways of working</td>
<td>• Values people and their contributions</td>
</tr>
<tr>
<td></td>
<td>• Acts according to a consistent set of morals, values and principles at all times</td>
<td>• Shows consideration for others through thought and action</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>
### Job description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Residential Child Care Officer for children’s residential services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Band</td>
<td>H</td>
</tr>
<tr>
<td>Directorate</td>
<td>People’s – Children’s Social Care</td>
</tr>
<tr>
<td>Section/team</td>
<td>Children’s Residential</td>
</tr>
<tr>
<td>Accountable to</td>
<td>Registered Manager</td>
</tr>
<tr>
<td>Responsible for</td>
<td>Residential service staff</td>
</tr>
<tr>
<td>Date reviewed</td>
<td>26/10/2016</td>
</tr>
</tbody>
</table>

### Purpose of the job

Under the supervision and direction of the Registered Manager the Senior RCCO will individually, and as a team member, will:

Support the Registered Manager deputising when the manager is off or away from the home. Liaise with social workers and other professionals to co-ordinate care plans and meetings. Attend and participate in relevant meetings i.e. Practice Improvement Operations Group, Access to Resources Panel, Periodic management/senior meetings. Attend meetings in the absence of the registered manager. Senior RCCO attends relevant corporate training events and updates staff and ensure any changes are reflected in day to day practice. The Senior RCCO/Assistant Manager must respond to the changing needs of the service. Monitor the use of the service – create and contribute to the changing needs of the service. Provide appropriate care, control and supervision of children accommodated in the home. Devising rota’s that respond to the needs of young people ensuring sufficient staff are on duty to meet the needs of young people and were appropriate parents/careers. Co-ordinate planned integration to the service for young people, parents/carers, whether they are accessing the children’s home or edge of care service. Ensure key workers and other staff work to the best interests of young people. Ensure pre admission paperwork is completed and historical information including risk assessments form the placement plan for individual young people. Prepare young people for rehabilitation into their own families or into a situation where they can care for themselves with appropriate support and guidance. The Senior RCCO/ Assistant Manager will ensure every effort is made to ensure a smooth transition for young people to their appropriate placements whether that be with a family member or independent living arrangements. They will have good working knowledge of services available to meet the ongoing needs of young people as we step down services. Provide appropriate community support to enable rehabilitation following accommodation. The Senior will coordinate the rota to ensure staff are able to offer...
continued support to young people when leaving the service as agreed with their
social worker.
The postholder will work in a flexible way to meet the changing demands of the
service. They will support RCCO’s and work alongside prioritising the needs of the
young people, 1-1 sessions, appointments, activities, day to day care needs. The
Senior will fill staffing gaps and ensure the registered manager is aware of any
difficulties if they can’t resolve them in the first instance.
To work within the statutory framework as set out in the Children’s homes
Regulations and Quality Standards Completing annexe A in preparation for Ofsted
inspection, devising and implementing paperwork which meets the quality standards.
Monitoring staff use of paperwork and ensuring reports are completed periodically.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post
holder. It is illustrative of the general nature and level of responsibility of the work to
be undertaken.

- Assessment and Review

Provide support as determined by the Registered Manager to enable children and
young people to be accommodated in accordance with statutory and departmental
regulations. Contribute to impact risk assessments and matching young people.
Ensure staffing is appropriate and meets with regulations, with the guidance and
oversight of the Registered Manager. Identify any gaps in training and knowledge
and report to the registered manager, sometimes during supervision sessions with
the staff team.
In consultation with the Registered Manager, ensure that individual care plans and
action plans are properly implemented and that RCCO staff input is efficiently
coordinated. They will review and update paperwork as necessary ensuring the
registered manager is informed and approves. Meet regularly with the registered
manager and other seniors to discuss any service issues.
Ensure that daily records and appropriate statistical information are well maintained
and kept up to date and communicated to teammembers, in particular the Registered
Manager
- Specific duties to

Monitor compliance with Quality Standards as appropriate and report any
difficulties to the Registered Manager Complete Annexe A. The Senior will have a
day to day working knowledge of young people and the home and will respond in
the first instance to any issues arising.
Coordinate day to day repairs and report to maintenance section. Ensure the staff
team understand the relevant paperwork to be completed by contractors before
any maintenance work is carried out.
Undertake supervision of Housekeeper and general domestic arrangements in
the home and mentoring of new staff. Ensure safe systems of work are in place
and that all staff are aware of COSSH, infection control and relevant risk
assessments
Monitor petty cash and report any discrepancies to the Registered Manager.
This would include regularly briefing the Registered Manager ensuring sufficient petty cash is available to cover food, activities, young person’s personal needs. Check all receipts against the book, ensure the correct codes have been entered. Ensure reimbursements are entered correctly as well as deductions. Batch receipts and ensure no discrepancies then enter this electronically. Inform the registered manager that this has been completed.

Coordinate requests for leave and training forwarding to the Registered Manager approval

Coordinate any rota cover required in consultation with the Registered Manager.

Senior RCCO checks timesheets completed by staff against the rota to check for any anomalies before the manager/business support inputs them electronically and the Registered Manager approves.

Consider, young people, risk assessments, staffing, and costs to the service. Report any shortfalls to the registered manager.

Coordinate team meetings and chair in absence of Registered Manager.

Ensure diary commitments for the home are auctioned by the appropriate members of staff.

Take part in training appropriate to the post. Uphold policies and procedures and report any difficulties to the Registered Manager. Review policies and report to the registered manager any updates which may be required.

Fulfil any other tasks commensurate with the grade as directed by the Registered Manager.

- **Individual Support**

Ensure that appropriate control, help and guidance is given to young people within a supportive relationship in keeping with legislation, and departmental policies and procedures.

Work with and advocate for the best interests of children and young people assisting them to contribute and participate in the care planning process, consulting with significant persons in their lives also. To compile and present written reports for, and to participate in, all meetings concerning the young people as required by the Registered Manager.

Will communicate effectively with a variety of Parents, children, families and professionals in a variety of arena’s which include, young people, parents/carers, relevant professionals, staff team, managers, service managers, trades people. Manage a workload providing direct care and support to young people and their families. Supervising staff on a daily basis to ensure cases are managed appropriately.

- **Team Work**

Participate in and contribute to meetings, training courses, staff development programmes, supervision and performance, review and development processes as directed by the Registered Manager. Implement the quality standards within young people’s files offering guidance to staff on completion and ensuring deadlines are met.

Assist the registered manager in the recruitment and selection of new staff and the induction process.

To be aware of the complaints and whistle blowing procedures and ensure that young people and staff know how to use them.
Maintain an up to date knowledge of relevant legislation, research, policy and procedures adhering to statutory guidelines and audit recommendations. The Senior RCCO/Assistant Manager must work in a flexible manner which meets the increasing demands of the service and its resources.

Health and safety

- To participate in ensuring that suitable and sufficient risk assessments are carried out, reviewed and updated routinely, taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.
### Person specification

<table>
<thead>
<tr>
<th>Post title</th>
<th>Pay Band</th>
<th>Directorate</th>
<th>Section/team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Residential Child Care Officer / Assistant Manager for children’s residential services</td>
<td>H</td>
<td>People’s – Children’s Social Care</td>
<td>Bedford Close Children’s Home</td>
</tr>
</tbody>
</table>

** **This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months** **

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential requirements</th>
<th>* M.O.A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills, knowledge, experience etc</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MINIMUM OF 3 YEARS RESIDENTIAL CHILD CARE EXPERIENCE</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>GOOD WRITTEN, VERBAL AND I.T. COMMUNICATION SKILLS WITH THE ABILITY TO KEEP RECORDS APPROPRIATE TO A WIDE VARIETY OF SETTINGS AND MEETINGS</td>
<td>A I W</td>
</tr>
<tr>
<td>3</td>
<td>EXPERIENCE OF ASSESSING THE INDIVIDUAL NEEDS OF CHILDREN AND PLAN AND RECORD APPROPRIATELY</td>
<td>A I W</td>
</tr>
<tr>
<td>4</td>
<td>EXPERIENCE OF WORKING WITH CHILDREN AND YOUNG PEOPLE WITH CHALLENGING BEHAVIOUR AND KNOWLEDGE OF CURRENT RISK ISSUES AND PROFESSIONAL RESPONSE</td>
<td>A I W</td>
</tr>
<tr>
<td>5</td>
<td>EXPERIENCE OF ESTABLISHING AND MAINTAINING LINKS WITH PARENTS/CARERS AND OTHER PROFESSIONALS</td>
<td>A I W</td>
</tr>
<tr>
<td>6</td>
<td>THE ABILITY TO EXAMINE AND REFLECT ON YOUR OWN WORK AND THAT OF OTHERS TO DEVELOP FURTHER SKILLS</td>
<td>A</td>
</tr>
<tr>
<td>7</td>
<td>ABILITY TO MONITOR EXPENDITURE AND RESPOND APPROPRIATELY</td>
<td>A I E</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>NVQ LEVEL 3 IN CHILD CARE OR ABOVE</td>
<td>A C</td>
</tr>
<tr>
<td><strong>Health and safety</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ABILITY TO PARTICIPATE IN ENSURING SUITABLE AND SUFFICIENT RISK ASSESSMENTS ARE</td>
<td>A</td>
</tr>
</tbody>
</table>
CARRIED OUT TAKING INTO ACCOUNT EMPLOYEES CAPABILITIES
ABILITY TO USE EQUIPMENT AS INSTRUCTED AND TRAINED
ABILITY TO INFORM MANAGEMENT OF ANY HEALTH AND SAFETY ISSUES WHICH COULD PLACE INDIVIDUALS IN DANGER

**Personal attributes and circumstances**

<table>
<thead>
<tr>
<th>10</th>
<th>BE AWARE OF ISSUES WITH REGARD TO EQUAL OPPORTUNITIES AND ANTI-DISCRIMINATORY PRACTICE AND ACT ACCORDINGLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>MUST BE WILLING AND ABLE TO WORK ON A ROSTERED BASIS INCLUDING WEEKENDS, UNSOCIABLE HOURS, SLEEP-IN AND BANK HOLIDAYS</td>
</tr>
</tbody>
</table>

*A Method of assessment (*M.O.A*)

<table>
<thead>
<tr>
<th>A</th>
<th>Application form</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Certificate</td>
</tr>
<tr>
<td>E</td>
<td>Exercise</td>
</tr>
<tr>
<td>I</td>
<td>Interview</td>
</tr>
<tr>
<td>P</td>
<td>Presentation</td>
</tr>
<tr>
<td>T</td>
<td>Test</td>
</tr>
<tr>
<td>AC</td>
<td>Assessment centre</td>
</tr>
</tbody>
</table>

**Date** | **Approved by authorised manager** | **Designation**
---|---|---
15.02.16 | Ruth France | Head Of Service

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet all the necessary criteria of the person specification.
# Conditions of Service

<table>
<thead>
<tr>
<th>Post</th>
<th>Senior RCCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment status</td>
<td>Fixed term</td>
</tr>
<tr>
<td>Pay Band</td>
<td>H</td>
</tr>
<tr>
<td>General</td>
<td>The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.</td>
</tr>
<tr>
<td>Hours of work</td>
<td>36 hours per week</td>
</tr>
<tr>
<td>Salary</td>
<td>£26,470 to £28,221 (pro-rata for part time) (check if any bar on career progression)</td>
</tr>
<tr>
<td>Basic annual leave</td>
<td>180hrs per annum</td>
</tr>
<tr>
<td>Medical</td>
<td>The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.</td>
</tr>
<tr>
<td>Training</td>
<td>The Council is a recognised ‘Investor in People’ and encourages training and development for all employees.</td>
</tr>
<tr>
<td>Pension</td>
<td>You are automatically entered into the Local Government Pension Scheme, unless you elect not to join. Employees with contracts of employment of less than three months are not eligible to join the scheme. Contributions rates are dependant on salary as per the contribution rates shown below.</td>
</tr>
<tr>
<td>Childcare vouchers</td>
<td>The Council is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.</td>
</tr>
<tr>
<td>Car status</td>
<td>Casual</td>
</tr>
<tr>
<td>Politically restricted post</td>
<td>This post is considered to be politically sensitive and falls under the terms and conditions of Politically Restricted Posts.</td>
</tr>
<tr>
<td>Disclosure</td>
<td>The post is subject to a Criminal Records Bureau check. You must ensure that you complete Section 8 of the application form. If you fail to do so your application will not be considered. Having a criminal record will not necessarily prevent you from being appointed to the post.</td>
</tr>
</tbody>
</table>
Pension contribution rates

The table below sets out the contribution bands which will be effective from 1 April 2018. These are based on the pay bands for 2018/2019, with the result rounded down to the nearest £100.

<table>
<thead>
<tr>
<th>Band</th>
<th>Actual Pensionable Pay for an Employment</th>
<th>Contribution Rate for that Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Main Section</td>
</tr>
<tr>
<td>1</td>
<td>Up to £14,100</td>
<td>5.5%</td>
</tr>
<tr>
<td>2</td>
<td>£14,101 to £22,000</td>
<td>5.8%</td>
</tr>
<tr>
<td>3</td>
<td>£22,001 to £35,700</td>
<td>6.5%</td>
</tr>
<tr>
<td>4</td>
<td>£35,701 to £45,200</td>
<td>6.8%</td>
</tr>
<tr>
<td>5</td>
<td>£45,201 to £63,100</td>
<td>8.5%</td>
</tr>
<tr>
<td>6</td>
<td>£63,101 to £89,400</td>
<td>9.9%</td>
</tr>
<tr>
<td>7</td>
<td>£89,401 to £105,200</td>
<td>10.5%</td>
</tr>
<tr>
<td>8</td>
<td>£105,201 to £157,800</td>
<td>11.4%</td>
</tr>
<tr>
<td>9</td>
<td>£157,801 or more</td>
<td>12.5%</td>
</tr>
</tbody>
</table>

The pay ranges in the **Contribution rate** column of the table is increased on the 1st of April each year by applying the rate of pension increase applied to public sector pensions on the 1st of April that year and rounded down to the nearest £100.

If an active member has a permanent material change to his or her terms and conditions of employment which affects his or her pensionable pay, the employer may determine a different contribution rate to reflect that new annual pensionable pay. This can be either an increase or a decrease.
Exempted posts – Disclosure & Barring Service (DBS) disclosure

Knowsley Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a ‘disclosure’ check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour would not necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

If you are in doubt about what you should declare, you can ask advice from a member of the Human Resources Division 0151 443 3434.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: www.crb.gov.uk

Safeguarding

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline
Equality and Diversity sub groups

Knowsley Council has six established sub groups to support the equality and diversity agenda, details below.

The groups are supported by the Community Cohesion Manager, Paul Peng who can be contacted on 443 3073.

**Knowsley Black and Minority Workers’ Group (KBMWG)**
The group’s vision is to ‘promote respect and value diverse cultures within Knowsley’, and they are committed to challenging all forms of discrimination, racial harassment and bullying to promote race equality in employment and in the delivery of services. Through development days, members of the KBMWG have established and discussed terms of reference and decided on ways to be involved with the council corporately.

**Disability workers’ group**
This group meet to discuss issues surrounding disability within Knowsley. The council recognises that people are disabled by society and not their impairment.

The group advises on all policy and procedure. They also provide a networking opportunity across the groups to discuss common issues and link with similar employee forums in other local authorities.

**Knowsley Carers Forum**
The group provides drop-in sessions for people who are carers. More and more of our workforce are juggling work and caring for someone they love. This can be a difficult time. The group aims to offer information and support.

**Knowsley Lesbian, Gay, Bisexual and Transgender Forum**
The group aims to promote the council positively as an employer which is supportive of the LGBT workforce, as well as promoting LGBT within the larger community.

It acts as a consultation forum on new and existing policies and strategies and participates within equality impact assessment processes with the view to improving and influencing change. Through the group there is a robust and systematic process for exchanging ideas, problem solving and information sharing, this then raises awareness and reduces discrimination within the workplace.

**Knowsley Multi-Faith and Belief Group**
The group is a welcoming and caring community of people who value faith and belief in the workplace, and meet to explore and express these values and provide opportunities for others to do so.

Our aims are to:
- Celebrate and increase the appreciation of faith and belief in the workplace.
- offer support and community to colleagues who have a personal faith or who are seeking to explore their beliefs.
• challenge prejudice and inappropriate behaviour in relation to faith and belief in the workplace, where necessary.

**Women's operational workers’ group**

The group's primary focus is the consideration of women's equality issues relative to every aspect of employment and service delivery. As with the other groups, there will be representation at the Equality Directorate Implementation Group which then feeds into the Corporate Equality and Diversity Strategy Group meetings. The advice and guidance which this forum is anticipated to contribute will be a valuable asset to the Equality and Diversity agenda of Knowsley Council, particularly as women make up 63.9% of the total workforce.

Equality and diversity information is available to view on [http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx](http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx)