



Job description			
<b>Job title</b>	Residential Childcare Officer		
<b>Grade</b>	Pay Band G / SCP 19-22		
<b>Directorate</b>	Children's Services		
<b>Service/team</b>	Children's Regulatory Services		
<b>Accountable to</b>	Registered Manager		
<b>Responsible for</b>	Not applicable		
<b>JE Reference</b>		<b>Date Reviewed</b>	14.08.25

### Purpose of the Job

To provide high quality care, control, and supervision to children and young people who are accommodated across Knowsley's children's home settings, and to provide community support to prevent the need for accommodation.

You will need to work in a flexible way to meet the changing demands of the service. This may include working with both, disabled children and/or with young people with emotional and behavioural difficulties according to service needs.

### Duties and Responsibilities

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

### Assessment and Review

1. To participate in the assessment of children and young people in collaboration with social work teams, carers, and other agencies.
2. To formulate individual care plans and placement plans for children.
3. To monitor and review individual action plans.
4. To maintain appropriate records relating to children and young people and their families.

### Support

1. To provide support to enable children and young people to be properly accommodated in residential placements or when receiving respite care, in accordance with statutory and departmental regulations.



2. To ensure that high quality support and guidance is given to children and young people to address their physical, social, and emotional needs.
3. To provide a range of individual support to children and young people including within family homes or within community resources, as appropriate.
4. To represent the interests of children and young people assisting in their contribution to the care planning process, consulting with parents /Guardians as appropriate.
5. To compile and present up to date written reports upon request that reflects knowledge of the young person, legislation, policies, and procedures.

### **Teamwork**

1. To actively contribute to each team's overall task of service provision, review and development in line with quality standards.
2. To participate and contribute to team meetings, training courses, staff development, supervision, and PR&D sessions.
3. To agree individual targets and action plans in consultation with the managers and senior staff.

### **Resources**

1. To participate in ensuring that the physical environment is maintained to the highest standard possible.
2. To participate in ensuring that health and safety requirements are met within service provision, taking appropriate action where necessary.
3. To comply with the Council's financial procedure rules.

### **Health and Safety**

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.
- To follow required health & safety guidance e.g., as per Manual Handling Training.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

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