

# Job Description

## Position Details

<b>Position:</b>	Relief Children Residential Worker
<b>Directorate:</b>	Children Services
<b>Service:</b>	Children Residential
<b>Position no:</b>	
<b>Grade:</b>	5
<b>Hours of work:</b>	0
<b>Work style:</b>	Service Based Worker – Tredegar
<b>DBS required:</b>	Enhanced Disclosure with Child and Adult Barred List
<b>Contact:</b>	Joshua-oleary@blaenau-gwent.gov.uk
<b>Date:</b>	06/10/2025

**Politically Restricted?**    ☐ Yes\*    ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

**Responsible to:** Shift Leader (Children's Residential Home Manager / Senior Children's Residential Worker)

**Responsible for:**

- To work as part of a team, delivering high quality care and support to children and young people.
- To show commitment to providing a consistent, caring, nurturing environment where individuals feel safe and valued and are encouraged to develop holistically by meeting their individual needs.
- To work in compliance with regulatory requirements and Blaenau Gwent County Borough Council policies and procedures.

## Principal Accountabilities

1. To work with children and young people according to their individual needs, to enable them to develop in all aspects of their life. To assist and encourage them in meeting the outcomes of their Care and Support plan.
2. To assist in the organisation, supervision and participation of activities which meet the needs of the children and ensure that these are well managed, and risk assessed.
3. To manage challenging, risky and aggressive behaviour using proactive strategies, in line with personal plans, risk assessments and departmental policy. To engage in reflection and debrief with a senior member of staff following any incidents.
4. Manage conflicting, challenging and contentious situations in a professional manner, seeking advice where appropriate.

5. To undertake the role of key worker if required.
6. To act as shift leader if required.
7. Ensure that all health and safety systems and procedures are adhered to, including control and administration of medication.
8. To undertake domestic tasks around the home to maintain a clean, tidy, homely environment.
9. Participate in training and other professional development opportunities, including specialist medication training such as Buccolam and Entro-gastronomy if required.
10. Support children to manage their own medication where appropriate and administer medication in line with agreed departmental policy & procedure
11. To attend regular team meetings
12. To work flexible hours, including evenings, weekends and bank holidays. To undertake 'sleep in' duties as per rota.
13. Ensure that the principles of the National Minimum Standards underpin all aspects of your work. Adherence of authority safeguarding policy and procedures.
14. Adopt a trauma informed approach to practise.
15. To assist colleagues in maintaining good standards of care and control within warm and accepting environment.
16. Encourage and support children to participate in all decisions relating to every aspect of their lives.
17. Provide help, guidance and personal care as required by the children, ensuring that the children's dignity and self-esteem are always maintained to support health outcomes.
18. To notify the shift leader immediately of any matter vitally affecting the wellbeing of the children/young people in the Home.
19. Assist children to choose and take care of their clothing, encouraging appropriate dress for all situations and weather conditions. Support children to maintain a high standard of domestic/personal hygiene and to be aware and advise on personal health.
20. To wash and maintain linen and personal clothing in good order including sewing and ironing.
21. To encourage the children to follow their own religious and cultural beliefs.
22. Prepare meals and drinks for children as appropriate and encourage independence.
23. Ensure all financial transactions are recorded in accordance with departmental procedures & guidelines.
24. Support children to participate fully in social/recreational activities within the community.
25. Develop and maintain appropriate and trusting relationships with children.
26. Support children to become good neighbours by encouraging appropriate friendships with local people.
27. Contribute to the individual care & service planning process, write reports and attend meetings and care reviews as & when necessary. Maintain accurate and appropriate records and accounts.

28. Ensure effective communication with Registered Manager and all stakeholders i.e. children and young people, families and carers, staff team and other internal/external professionals.
29. Observe confidentiality in all areas of work, as necessary, recognising particularly the vulnerability of the children.
30. Always model appropriate behaviour with children.
31. Refer to the appropriate manager/shift leader information to ensure that repairs to the property are rectified promptly and properties are well maintained. Staff are expected to make contingency arrangements in the event of emergencies or urgent repairs.
32. Secure property, including contents, confidential records, medicines, cash, keys, furniture and equipment, clothing & possessions.
33. Encourage children to develop independent living skills as age appropriate.
34. Contribute to the provision of advocacy for the children.
35. Ensure that the policies, procedures and guidelines of Blaenau Gwent County Borough Council in relation to children, staff and premises are adhered to.
36. Use personal and home transport when required to undertake appropriate duties, in accordance with transport and business policy.
37. Other duties appropriate to the grade and post as directed by the Director of Social Services.
38. Comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
39. To understand and operate within the Authorities Health & Safety Guidelines and Manual, including best practice in food handling.
40. To ensure that staff are compliant with the current 2022 service medication policy and oversee the ordering medication, ensure its safe storage, disposal and safe administration, ensure compliance in the reporting of medication errors and subsequent action required.
41. To ensure that Health & Safety standards are met.
42. Be conversant with emergency and evacuation procedures.
43. Adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Level 3 Diploma in Health and Social Care (Children and Young People) or equivalent as recognised by Social Care Wales or willingness to undertake Level 3 upon commencement of the post	E	PP
Registration with Social Care Wales. If you are not already registered, then you will need to register within 6 months of starting your employment.	E	PP
A good standard of Education to the equivalent level of GCSE's	E	PP
Demonstrable experience of working with vulnerable children with complex needs.	E	PP
Knowledge of child development stages and associated behaviours	E	PP
<b>Experience</b>		
Able to demonstrate experience of working in a residential care setting.	E	
Experience of organising and planning activities.	D	
<b>Knowledge / Skills</b>		
Knowledge of minimum standards set by Care Inspectorate Wales and all relevant regulations/legislation e.g. UN Convention on the Rights of the Child, Social Services and Wellbeing Act.	E	PP
Knowledge of assessment and care planning process.	E	PP
Knowledge of trauma informed practice	E	PP
Ability to establish good working relationships with children based on respect and openness.	E	PP
Ability to work with own initiative.	E	PP
Ability and confidence to act as an advocate for children.	E	PP
Ability to prioritise work and respond to the needs of children.	E	PP
Ability to respond appropriately to emergencies.	E	PP
Awareness of Health and Safety, Environmental Health and Fire Regulations.	E	PP
Ability to work in a safe manner.	E	PP

[illegible]

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	PP
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	PP
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	PP

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	
Understands the links between own professionalism and the possible impact on the Authority's image	
Has a professional attitude that sets an example to colleagues	
Takes pride in own work and that of colleagues	
Is respectful, courteous and helpful at all times	

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	
Recognises potential value of others' opinions and actively seeks their contributions	
Asks for help when necessary	
Actively seeks to help others	
Is aware of the impact of own behaviour on others	

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	
Makes sure that people are regularly informed	
Uses appropriate language, gestures and tone when talking with others	
Checks others have understood & seeks advice when necessary	
Actively seeks to improve all forms of communication with others	
Communicates professionally by using formal channels appropriate to the situation	

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)