# CYNGOR SIR *POWYS* COUNTY COUNCIL

## JOB DESCRIPTION

***Minimum age of Employment is 22 years old***

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| **Position Title:** | **Senior Residential Care Worker** |
| **Position Number:** | **CHL6710** |
| **JE Code:** | **CSS118** |
| **Service:** | **Children's Services** |
| **Location/Work Base:** | **Brecon** |

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

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| **Grade:** | **Grade 8**<br>**Point 19 to Point 22**<br>**£33,119 to £34,811 per annum**<br>**£17.16 to £18.04 per hour** |
| **Contracted hours:** | **37 hours, Permanent** |
| **Reporting to:** | **Registered Manager** |
| **Responsible for:** | **None** |

## Summary


**About the role:**
The role requires an individual with experience in working with young people in a residential setting with the ability to lead a shift and take responsibility of all aspects of the young people's needs. The home supports children and young people with learning and physical disabilities who require a high level of supervision continuously. Working within a small Children's Home in a rural community in South Powys, you will help create a safe, nurturing, and inclusive environment where children and young people are encouraged to develop their independence, reach their full potential, and have their voices heard. You will promote positive outcomes by supporting their individual needs, wellbeing, learning and personal development at all times, ensuring they feel valued, respected, and empowered in all aspects of their lives.

**About you:**
- Ability to manage and support staff members on your shift ensuring they feel safe and secure.
- Be confident in filing correct and accurate recordings within the home. Have a good understanding of the young people's plans and paperwork.

- Ability to manage and carry out daily checks and safety inspections/procedures within the home.
- Be able to work in a fast-paced Children's Home environment.
- A strong passion for helping young people flourish.
- An ability to build supportive relationships with young people and the staff team.
- Have good knowledge of CIW expectations and National Minimum standards for Residential Care.
- You must hold a full UK driving licence and be a minimum age of 22.

**What you will do:**
- Lead a full shift, supporting the young people and the Residential Care Workers within the home.
- Supervise a core staff team assigned to your key child.
- Be aware of other people or professionals associated to your key child and be proactive in making necessary appointments, plans and adjustments to support them.
- Assist the deputy manager with rotas, young people's plans, daily checks and promoting high standards within the home.
- Support staff in creating a structured and nurturing environment for young people.
- Be able to lead debrief between shifts, able to manage/mediate professional challenges and discussions.
- Follow Policies and procedures for the home inlining with regulation from CIW and Social Care Wales.

**If you have any questions about the role, please contact**: Deputy Care Manager - Brendan Hackett
recruitment@powys.gov.uk

**Your responsibilities will be:**

1. To undertake a lead role in ensuring the day to day living, care and welfare of each child and young person living in the Care Home and ensuring that the shift is appropriately managed and take charge in an emergency.

2. To work a rota that will consist of day, evening and weekend cover and to sleep in on a rota basis. To encourage a culture of flexibility and team working amongst the workforce and be prepared to work in other Care Homes - Childrens Residential if required.

3. To plan, manage and lead shifts ensuring children and young people are kept safe engaged throughout the day.

4. Give guidance and support to all Care Officers and work in a flexible way to meet the changing demands of the service.

5. To actively lead and promote the provision of high standards of physical care, hygiene, safety and welfare of all children and young people. Ensure the home is that of a warm, accepting environment whereby the emotional, social, educational, cultural and spiritual needs of individual young people are met. To be effective role models ensuring professionalism is promoted at all times as the Senior Care Officer.

6. To ensure the procedure for security, monitoring and control of medication is followed as well as implementing guidelines for administration of medication as

appropriate, The Senior Care Officer will support the staff team to administer any prescribed or non-prescribed medication. To observe, assess and monitor young people's health, development and emotional well-being, initiating appropriate action when necessary.

7. To ensure that The All Wales Child Protection Procedures 2019 and all regulatory requirements for childrens' residential care homes are adhered to at all times. To keep up to date with new developments, practice, and legislation in childcare. To actively participate in own development and supervision arrangements.

8. 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. Give guidance and support to all Care Officers and work in a flexible way to meet the changing demands of the service.

9. To assist in formulating the assessment of needs and plans for young people and to work in partnership with families and carers of young people in achieving the aims and objectives of the young people's plans.

10. To organise, encourage and share in recreational and leisure activities which meet the needs and wishes of the young people in the residence and to ensure that young people are encouraged to develop life skills, social skills, and age appropriate independence.

11. To maintain case records, including compiling reports for planning meetings, reviews and other meetings as appropriate.

12. To act as "key worker" for identified children and young people. To ensure Care and Support Plan for children and young people is followed and adhered to at all times, including that education is promoted.

13. To ensure that all activities within the home are carried out with due regard to health and safety requirements, undertaking risk assessments where appropriate and being responsible for the health, safety and welfare of all staff, children and young people as the Senior Care Officer.

14. To ensure the security of the home, including contents, confidential records, cash, keys, furniture and equipment, young peoples' clothing and possessions. To report any deterioration in the condition of the premises to the Management Team and arrange for any maintenance work on your shift.

15. To follow the home's behaviour management policies and policy for the appropriate use of restraint or restrictive practice which reflects current national guidance. To ensure that all records and recordings relating to such matters are updated in line with the homes policy and this information is shared as part of the handover process for the home.

**DBS:**

Because of the nature of the work involved the post that you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This position has a requirement for an enhanced DBS check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

**Health and Safety Statement:**

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.

**Equalities Statement:**

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy.

**Welsh Language Requirement:**

Welsh language skills are desirable

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

*All applicants are asked to read carefully the requirements of the job. The Council welcomes your application if you believe you meet all the essential criteria of the person specification. To be considered for care delivery roles it is essential that you are currently able to provide close personal care to our care residents.*

# PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

## Experience

### Essential

- Demonstrable experience of working with children or young people in a paid or unpaid capacity
- Proven ability to motivate children and young people
- Ability to organise and plan activities

## Knowledge

### Essential

- Social Services and Wellbeing Act
- Child development
- Health and Safety legislation
- The United Nations Convention on the Rights of the Child (UNCRC)
- Care planning process
- All Wales Child Protection Procedures

## Qualifications and Training

### Essential

- NVQ/QCF Diploma Level 3 in Health and Social Care Children & Young People Wales and Northern Ireland (including predecessor qualifications as stipulated by Social Care Wales) OR willing to work towards the qualification withing18 months and have 1 years' experience of working with children and young people in a residential or relevant setting
- Commitment to undertaking any qualification relevant to this post as defined in the Powys Social Services Qualification Framework
- Willingness to undertake robust induction process and training as appropriate to the post
- Commitment to maintain registration as a Social Care Worker within a specified time period.

## Personal Qualities

### Essential

- To work in a child centred approach
- Ability to support and guide colleagues, and work as part of a team

- To work with integrity in an honest and consistent manner
- Be emotionally resilient
- Good interpersonal skill and an ability to establish appropriate relationships with appropriate boundaries
- Have the ability to motivate and lead a staff team positivelyEmotionally resilient

## Skills

### Essential

- To establish good working relationships with children and young people based on respect and openness
- Ability to work using own initiative
- Ability to lead and support a staff team
- Ability and confidence to act as an advocate for children and young people
- Ability to communicate in an effective manner that is supportive for the young people.
- This will include an ability to speak, listen, write and use ICT effectively.

## Other Requirements

### Essential

- Observe confidentiality at all times in relation to the Home and its young people, recognising the vulnerability of the young people
- Willing and able to work shifts and flexible hours
- To possess a full driving licence and have the ability to travel to other parts of the county if required

Welsh language skills are desirable

**Recruiting manager:** Ryan Belcher-Jones
February 2020/Updated December 2021

**Our values:**

**Professional**
Whatever role we play in the council, we act with professionalism and integrity

**Positive**
We take a positive attitude in all we do

**Progressive**
We take a proactive and responsible approach to planning for the future

**Open**
We keep each other informed, share knowledge and act with honesty and integrity

**Collaborative**
We work constructively and willingly on joint initiatives

## How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

**Top tips**:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## Next steps

The closing date for applications is 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on TBC

We wish you luck with your application.