



Title <i>Relief Assistant Practitioner – Clayfields House Secure Children’s Home</i>	Department <i>Youth, Families & Social Work</i>	Post Ref.
Job Purpose To provide safe, supportive and positive care to all children and young people, this will include pro-active involvement in all aspects of their day to day social and educational care, in line with the service plan and associated standards within the Children’s Home Regulations 2015. To carry out co-working responsibilities with vulnerable children and young people who have complex needs and challenging behaviours, which will involve delivering all identified care planning tasks, through the direction of your Senior Practitioner. You will have safeguarding responsibilities for the most vulnerable children and young people in England and Wales. Shifts will include evenings, weekends and bank holidays.		
Key Responsibilities <ol style="list-style-type: none">1. To offer children and young people a high standard of physical and emotional care, involving supporting with education, life skills and health needs, including mental health support as part of the Corporate Parenting role.2. To provide a high standard of care to children and young people which is efficiently and effectively delivered within organisational policy and statutory requirements.3. To provide care within an environment that positively integrates race, culture gender, disability, sexual orientation etc.4. To ensure that managers are informed of significant matters arising in connection with the Home, including areas that are a requirement under the children’s Homes regulation 2015 and/ or in the best interest of the children and young people under your care.	Key Accountabilities <ol style="list-style-type: none">1. Sets a personally high standard of customer service and puts into practice the Council’s commitment to excellent customer service.2. Builds positive personal relationships with children and young people, with colleagues and partners acting as a role model providing appropriate support, advice and guidance.3. To refer on information relating to providing a safe environment, whilst ensuring a safe and homely environment for children and young people.4. To promote the Service vision, mission and core principles.	

<ol style="list-style-type: none"> 5. To work positively and enabling with children and young people with challenging behaviour to affect change and positive outcomes and ensure children and young people have access to representation and complaints procedure. 6. To act as an advocate for the children and young people in your care. 7. To communicate effectively and professionally verbally, non-verbally and in written form. 8. To have knowledge and application of relevant Health and Safety and any other relevant legislation. 9. To implement effective strategies for managing challenging behaviour, following the MAPA training, principles and strategies. 10. To implement child care plans and other associated plans e.g. risk assessments etc. 11. To communicate effectively, professionally and sensitively with children, young people, their families and relevant professionals. 12. To have a working knowledge of Clayfields Safeguarding Procedures, including its application where children and young people raise concerns and at all times have due regard to your 'statement of primary responsibility'. 	<ol style="list-style-type: none"> 5. Treats all customers and colleagues with respect, consideration and the appropriate level of confidentiality. 6. Challenges inappropriate behaviour. 7. To work in accordance with Nottinghamshire County Council's and Clayfields policies and procedures and associated National legislation, including Children's Homes Regulation 2015. 8. Exemplifies safe working in line with health and safety and safeguarding protocols and procedures. 9. To be the medication dispensing counter-signatory, ensuring adherence to the Controlled Drugs Policy and Medication Policy.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p>Person Specification</p>	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Should hold a Diploma/ NVQ 3 CCYP/Health & Social Care, CWDC Diploma or equivalent. <i>If not currently held will be required to register on a programme and will be expected to achieve this within 6 months of being confirmed in post.</i> 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 6. Puts into practice the Council's commitment to excellent customer care.

<ul style="list-style-type: none"> 2. Basic knowledge of the Children Act 1989. 3. Must have an understanding of the safeguarding issues which may impact on people in care. 4. Must have an understanding of physical, emotional, cultural, racial and individual needs in a residential care setting. 5. Must have an understanding, awareness of & commitment to equality issues. 	<ul style="list-style-type: none"> 7. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 8. Works well with colleagues but also able to work on their own initiative. 9. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration 10. Commitment to self development and training. Including a willingness to undertake training as identified (particularly Diploma Level 3 qualifications).
<p><i>Experience</i></p> <ul style="list-style-type: none"> 15. Must have a minimum of 6 months experience of working with children and young people. 	<ul style="list-style-type: none"> 11. Ability to work within a stressful environment, to recognise and manage stress by accessing support and developing resilience skills. 12. Excellent time-keeping. 13. Able to demonstrate patience, flexibility, integrity, resilience, enthusiasm and sensitivity and present as a good role model for children and young people. 14. Must be able to work weekend and unsociable hours, bank holiday working and awake night duties.
<p><i>Role Dimensions</i></p> <ul style="list-style-type: none"> 1. Responsibility for taking an active role in the delivery of activities for the children and young people. <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date: