

<b>Title</b> <b>Senior Practitioner – Clayfields House</b> <b>Secure Children’s Home</b>	<b>Department</b> <b>Youth, Families and Social Work</b>	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>To manage a team of front-line staff to meet the required service standards, in line with the service plan and associated standards within the Children’s Home Regulations 2015, to deliver a high standard of care to vulnerable children and young people.</p> <p>To case manage and lead on the care of a number of vulnerable children and young people with complex needs which will involve co-ordinating all identified care planning, report writing and be responsible for requests to and from external bodies.</p> <p>This role will involve you having management responsibility for safeguarding some of the most vulnerable children and young people in England and Wales.</p> <p>Provide management to empower individuals and groups of staff to achieve positive outcomes for the most vulnerable children and young people in the country.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To improve the performance of staff under his / her line management by maintaining communication with staff and providing the appropriate support and guidance.</li> <li>2. To improve customer satisfaction levels by providing excellent care to children and young people in a homely environment where visiting professionals and parents/carers are made to feel welcome and treated with respect.</li> <li>3. To build and promote positive relationships across multi-agency teams both within and outside the Service.</li> <li>4. To inform the Team Manager of any changes in the operational environment including customer satisfaction issues.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To provide effective supervision and challenge in order to secure high levels of performance.</li> <li>2. To ensure the environment is safe in line with internal procedures, whilst ensuring a safe and homely environment for children and young people.</li> <li>3. To keep your team informed of current issues and developments within the Service.</li> <li>4. To provide a Quality Assurance overview of the Service in line with Children’s Homes Regulations 2015.</li> <li>5. To embody and promote the Service vision, mission and core principles .</li> </ol>	

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| <ol style="list-style-type: none"> <li>5. To work with Partner Agencies to formulate care, safety and alternative plans to safeguard, manage risk and promote positive outcomes for children and young people.</li> <li>6. To case manage and lead on the care of a number of complex children and young people which will involve co-ordinating communication between all relevant agencies, mobility applications and early release applications in line with National Policy.</li> <li>7. To be the Service's Duty Manager on a rota basis and on occasion cover as shift leader to meet service need.</li> <li>8. To ensure the Home maintains standards required under section 23(1) of Care Standards Act 2000, Childrens Homes Regulations 2015 and is Ofsted compliant</li> <li>9. To provide relevant information on matters of safeguarding that arise and where necessary, report to external bodies.</li> <li>10. To manage a range of personnel processes including attendance management, disciplinary, annual leave etc.</li> <li>11. To be committed to the vision, mission and core principles of the home.</li> <li>12. To improve and support the performance of operational staff to address safeguarding concerns, reduce re-offending and improve positive outcomes for the children and young people.</li> <li>13. To effectively deploy staff, manage a rota and be involved in the recruitment of new staff.</li> <li>14. To identify, assess and manage immediate risks presented by the children and young people and challenge inappropriate behaviour.</li> </ol> | <ol style="list-style-type: none"> <li>6. To provide management support and guidance to the team and to set high standards of care ensuring professional behaviour at all times.</li> <li>7. To motivate and develop the team to be ambitious in achieving the best possible outcomes for the children and young people and support team members to continue their professional development.</li> <li>8. To work in accordance with Nottinghamshire County Council's and Clayfields policies and procedures and associated National legislation, including Children's Homes Regulations 2015.</li> <li>9. Treat all customers and colleagues with respect, consideration and the appropriate level of confidentiality</li> <li>10. To deliver training to ensure staff have the opportunity to develop and improve the skills required to meet service standards</li> <li>11. Provide management oversight of the Controlled Drugs policy and Medication Policy as part of the Duty Manager role and on occasion dispense medication to the children and young people in line with the policies.</li> </ol> |
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15. To act as a professional exemplar in carrying out the above duties with a can-do attitude.

**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

***Education and Knowledge***

1. The post holder will hold a recognised professional qualification e.g.
  - Youth Justice i.e. YJEPC
  - Diploma Level 3 Children and Young People
  - Diploma Level 5 Leadership and Management (or willingness to work towards this)
2. The post holder must have a minimum of 2 years post qualifying experience.
3. Must have evidence of continued professional development.
4. Must have a clear understanding and knowledge of safeguarding policies and procedures.

***Experience***

17. Must have a minimum of 3 years' experience in social care, criminal justice or residential setting.
18. Experience of planning and organising team work or co-ordinating complex activities.

***Personal skills and general competencies***

5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
6. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
7. Can demonstrate the ability to manage the team towards key outcomes, able to provide a positive example by working efficiently, thinking about and taking actions to anticipate opportunities and deal with emerging issues.
8. Ability to identify issues which could impact on service delivery and develop a number of options to mitigate these issues.
9. Ability to meet agreed objectives and deliver targets by the effective use of resources, and ensure that staff are deployed as efficiently and effectively as possible.
10. A flexible and responsive approach to work to manage in the context of the changing environment of the Secure Estate.
11. Effective verbal and written communication.
12. Ability to make clear, well evidenced decisions in order to make a positive difference to a child's outcomes and work in

19. Experience of operating in a multi-disciplinary environment.

partnership with colleagues from a range of different agencies to ensure children and young people are safely maintained in their environment.

13. Ability to provide regular supervision and develop staff performance.

14. Must present as a stable and consistent adult role model for children and young people.

15. Commitment to anti-discriminatory and anti-oppressive practice with children, their carers and colleagues regardless of race, gender, age, disability, sexuality or religion.

16. Must be able to work on a rostered basis, including weekend and unsociable hours, including sleeping-in duties, bank holiday working and awake night duties, where necessary.

***Role Dimensions***

1. To be responsible for the management of a residential social work team
2. To be responsible for the case management of specific children and young people in your care.
3. To be responsible for the management of care for a number of vulnerable children and young people with complex needs.

*Please attach a structure chart*

Date