

# Senior Residential Child Care Worker

## Job Description

<b>Directorate:</b>	Education and Children's Services		
<b>Service:</b>	Children's Services		
<b>Location:</b>	Various across Lancashire		
<b>Salary range:</b>	£29,777 - £33,945	<b>Grade:</b>	7
<b>Reports to:</b>	Assistant Manager	<b>Staff responsible for:</b>	Direct – 0

### Job purpose and scope

A Senior Residential Child Care Worker plays a crucial role in ensuring the smooth operation of the home and the well-being of the children residing there. As a Senior, you will set an example for other Residential Child Care Workers and provide them with guidance and support as you take a leading role in implementing the individual care plans, health needs, and educational progress of children in your care.

You will also assist the Assistant Manager in managing the service and leading the team. As a Senior Residential Child Care Worker, you will take a leading role in the promotion of

***Children, young people and their families are safe, healthy and achieve their full potential.***

To deliver this vision, we have agreed on some key outcomes:

#### Five Outcomes

1. Vulnerable children and young people are safe from harm and build resilience.
2. Children and young people achieve their full potential in education, learning and future employment.
3. Children and young people enjoy healthy lifestyles and know how to help others.
4. Children, young people and families have a voice in shaping the support they receive.
5. Children and young people live in Lancashire where they can enjoy a good quality of life, be happy and want to stay.

### Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

## Leading Lancashire – Our Leadership Framework



# Leading Lancashire

## Our Leadership Framework

**Our Vision and Values** We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



### Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

**Responsibilities, Capabilities, Behaviours, and Results.**

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



### The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



### Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

**VISIONARY** (Long-Term Direction):

**Level 1 & 2 Leadership – Executive Directors and Directors**  
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

**SHAPING** (Medium to Long-Term Strategy):

**Level 3 Leadership – Heads of Service**  
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

**OPERATIONAL** (Short-Term to Immediate Effectiveness):

**Level 4 Leadership – Management Roles**  
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

## Accountabilities/Responsibilities

### Vision, Strategy and Performance

As a Senior Residential worker, your responsibilities include:

1. Ensuring the day-to-day delivery and effective implementation of the home in accordance with the Children's Homes Regulations and Quality Standards 2015.
2. Support staff teams in delivering quality care and support for our children in accordance with the Service Plan.
3. Creating and maintaining a culture within the home that aligns with the values and ethos of the Children's Residential service and wider Lancashire County Council.

4. Delivering the local authorities' responsibilities under the Care Standards Act 2000 and ensuring that you contribute to the homes operation in accordance with all relevant legislation for a children's home.
5. Running the home according to the Statement of Purpose to create a warm and stimulating environment that meets the assessed needs of young people.
6. Setting an example of practice that contributes to a performance culture that delivers results through rigorous challenge, disciplined delivery, and continual improvement.
7. Staying fully informed about national, regional, and local influences, legislation, council procedures, etc.
8. Providing leadership and direction to staff, setting out service goals, conveying how they support the fundamental purpose of the service, and energising staff towards their achievement while incorporating the Council's values and behaviours.
9. Contribute to best professional advice, guidance, and information is available in an understandable and timely fashion to appropriate senior officers as required.
10. Sustaining and improving the overall reputation of the Council and acting in the best interests of Lancashire County Council through effective representations locally, regionally, and/or nationally.

### **Effective Processes**

Responsible for:-

1. Taking a leading role in supporting staff teams to understand processes, practice, and systems in respect of the Service function.
2. Contributing to and ensuring that processes, practices, and systems are current, of a high standard, conform to best practice, comply with legislation and/or meet the needs of the Council within that service area.
3. Writing reports and effective documentation regarding the home and children's progress in your care.
4. Ensuring that effective arrangements are maintained to secure the well-being and the health & safety of all employees and people delivering services for the Council.
5. Representing the home at various forums and ensuring that information is cascaded to the management and staff team

### **Organisation Learning, Growth and Sustainability**

Responsible for:-

1. Ensuring that you lead and contribute to a culture that promotes the growth and changes occurring within the Organisation
2. To fully support the role of Change Influencers within the Service
3. To support staff with training and learning needs within the home, and ensure any gaps identified are raised with the management team.
4. Provide positive shift leadership, acting with openness, honesty, and integrity, and instilling a clear sense of direction, priority, and pace.

5. Leading staff in an inclusive way to deliver the Service plan objectives
6. Ensuring workforce capacity and capability and creating opportunities for development activities to maintain the professionally safe delivery of care and support to our young people.
7. Taking a lead role and specialism as part of the Residential Family Safeguarding approach

## Service Delivery

Responsible for:-

1. Taking a key role in the inspections of Residential children's homes by supporting the staff team and modelling good practice.
2. Representing and supporting the creation and implementation of Care Planning and safeguarding processes for Young People.
3. Supporting the modernisation and continuous change and improvement programmes.
4. Ensuring that the voices of children and young people are heard.
5. Ensuring that the safeguarding of children and young people is of paramount importance.
6. Coordination of keyworking for children and young people.
7. Producing and maintaining records on various digital platforms
8. Undertaking relevant training underpinned by the service ideology and assisting in meeting the training needs of other staff and volunteers, as required.
9. Take a leading role in staff meetings, contributing to achieving priorities and the overall agenda
10. Visiting family/carers homes, schools, colleges or other settings as required.
11. Facilitating meetings which allow young people to have a say in the running of their home.
12. Being responsive to the needs of the Service as an experienced member of staff, supporting our children with the most complex needs/risks

## Management of staff

Responsible for:-

1. Coaching, leading and mentoring staff members, setting an example of good practice.
2. Supporting the Assistant Manager and Registered Manager in the management of the home under a scheme of delegation.

## Partnership and Collaborative Working

Responsible for:-

1. Engagement with children, young people, and families to ensure that their requirements are at the heart of the design and delivery of services in accordance with the Council's customer service strategy. Giving prompt attention to any complaints/concerns raised about the services/decision making of the team.
2. Building and promoting successful partnership working across agencies and with children and young people and their families. Ensuring that the needs of all stakeholders in Lancashire are met by modelling behaviour, which fosters equality of opportunity in service provision and employment.
3. Using internal/external relationships to get feedback on effectiveness of services delivered, continuously re-evaluate these services and make recommendations for, or take action to, make appropriate changes.

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

## Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Professional and/or academic level qualification or equivalent or substantial vocational experience in a relevant technical, scientific, specialised, or operational field (QCF Level 4 or NVQ Level 3 or 4 in a relevant field, or equivalent).
- Social Work Degree, CQSW, CSS, Dip SW\*.

### Experience

- Minimum of 3 years' experience in Residential Children and Young People's Services or equivalent.
- A demonstrative record of delivering high quality services, advice, and guidance.
- Evidence of successful integrated working with colleagues across the service and agencies to promote the children and young people's best interests.
- Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes.
- Coaching, engaging, advising, and guiding team members.
- Experience of inspiring and motivating individuals to drive services forward, achieving high quality delivery and improved services.
- Innovative and creative practice within a diverse, changing, and challenging environments.
- Risk management in complex cases/issues within a residential home or child care/social work setting.
- Experience of Child Care Planning and the implementation of child care plans.
- Experience of working with external agencies, including partnership working with other statutory and voluntary agencies.
- Experience of prioritising workload and delegating tasks to the wider team, to ensure the service is operating efficiently.

## Essential knowledge, skills & abilities

- Sound knowledge of children's legislation, practice, and procedures, including Children Acts 1989 and 2004, Adoption and Children Act 2002, Leaving Care Act 2000, Children and Young Person's Act 2008, Care Standards Act 2000, Children's Home Regulations and Standards 2015.
- Ability to lead, develop, motivate and challenge individuals in a changing environment
- Ability to quickly build & maintain credibility, and effective relationships, with managers, team members and external stakeholders.
- Ability to contribute to the delivery of high-quality services within challenging targets and budgets, while meeting deadlines and within given parameters in evidencing targets set.
- Ability to support strategy, new initiatives and new ways of working, in line with statutory/legislative/corporate changes.
- Ability to communicate effectively, both verbally and in written format.
- Understanding of the authorities' strategic policies and procedures.
- Strong analytical skills and problem-solving capabilities.
- Sound understanding of, and the ability to use various IT systems.

## Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post  
*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*