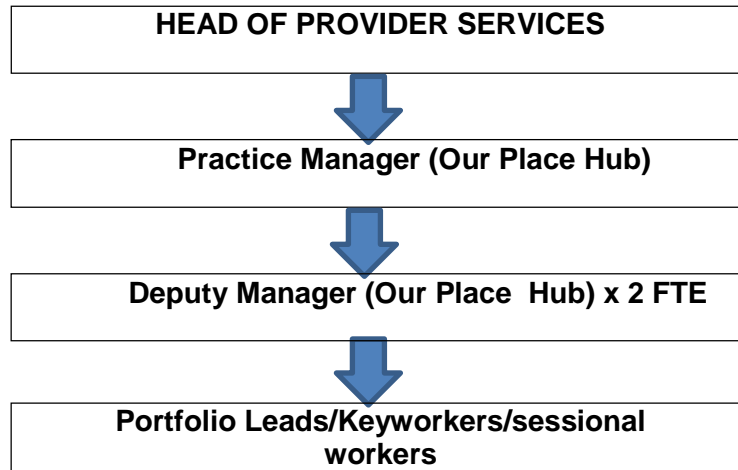


ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Provider Services
LOCATION:	Our Place Hub
JOB TITLE:	Education Portfolio Lead
POST NUMBER:	CSCCFNWDT003
Grade:	7
Accountable to:	Practice Manager (Our Place Hub) /Deputy Manager (Our Place Hub)
Accountable for:	N/A
Hours of Duty:	37 hours worked on a rota basis including evenings/weekends. Staff will be required to stay at the home overnight as and when required
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>Appointment to this post is subject to a Disclosure Barring Service background check.</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.</p> <p>In accordance by collective exemption this post is exempt from European Working Time Directive regulations in relation to rest breaks between shifts.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATION CHART



PURPOSE AND OBJECTIVES OF THE JOB

The core purpose of this job is to be part of a multi-agency team delivering the support and interventions to young people with complex needs, so that they can achieve the best possible outcomes in life. Our Place is underpinned by the No Wrong door model developed by North Yorkshire County council. This service is based in restorative and relational practice and is underpinned by the following provocations

1. Would this be good enough for my own child?
2. What kind of adult do we want to support them to be at 20? 35? 50?
3. Are we managing the risk for the child or the organisation?
4. Is here a shared approach to parenting?
5. Are we ensuring that children have someone who will stand up for them?

Key characteristic requirements of this post are:

- a liking and affinity with teenagers
- flexibility,
- commitment,
- building effective relationships,
- resilience,
- persistence and the ability to progress plans.
- Confident to lead residential shifts and on direct work plans

The post holder will be responsible for the direct day-to-day care of young people within a residential home accompanied by other supportive tasks and duties. Additionally, the post holder will also provide support to young people on the edge of care, accommodated in the various other hub placements, and care leavers (including post 18). The post holder will work within the defined culture and intervention practice model and will adopt a solution focussed and restorative approach.

As a portfolio lead, you will have a designated portfolio role within the hub's 'Core Offer.' These will be rotated periodically to ensure role development.

Portfolio Lead areas are:

- High risk behaviours and risk management
- Building relationships
- Transitions
- Education and training

- Activities
- Health

Our Place Portfolio Leads will drive the action planning, interventions and case progress for young people through effective communication with a range of professionals working together to improve outcomes for young people.

Portfolio leads assist the Registered Manager to implement, maintain and develop the service in accordance with the Children's Homes Regulations and ensure compliance with the regulations

Control of Resources

Personnel None

Financial

To be accountable for purchasing necessary equipment for young people and the home. To undertake petty cash claims and record purchase card transactions.

Equipment/Materials

To be responsible for the premises furniture, equipment and consumable goods used in relation to the work of the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. To work to the Safer Working Guidance Policy.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

Senior Management and staff within the Service and other Council Services.

External:

Staff of other local authorities, public service agencies, parents/family of young people in residential care, members of the public.

Responsibilities

The postholder must -

- (i) Ensure that the Council's Statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is provided.
- (iv) Perform his/her duties in accordance with the Relevant legislation & guidance for residential childcare

Values and Behaviours

Approach the job at all times using values set out below:

- Proud
- Passionate
- Pioneering & Open

Be aware of and apply these behaviours at all times.

Principal Duties

1. To operate within the spirit and framework of the Children Act 1989 and strive to achieve the professional standards outlined for residential care in the 'Guidance and Regulations' document Vol 5 and the legislation governing children's homes.

2. Support young people in all areas of their lives including physical/mental health, forming relationships, developing life skills, keeping safe, education/training/employment and accessing appropriate housing.
3. Understand the impact of trauma, neglect and early adversity on children and young people.
4. Develop effective key working relationships with young people and maintain relationship throughout key transition points and post 18 if required.
5. Participate in assessing risks and producing action plans in relation to challenging behaviour, safeguarding and general health and safety using a risk managed (not risk averse) approach.
6. Deliver support to young people and families across all hub placements and services – i.e. activities, residential, edge of care, hub accommodation placements, bespoke arrangements and after care services/placements.
7. To be involved in the development of policy and working practices relevant to the portfolio lead area of responsibility.
8. Demonstrate a flexible, persistent and resilient approach to working with and supporting young people with complex and challenging behaviours.
9. Actively promote the development of an integrated culture and intervention practice model across hub areas.
10. Ensure links between service areas are developed and maintained and work collaboratively with a range of professionals to provide an efficient service.
11. Proactively support young people to return to their families, where appropriate.
12. Adopt a solution focussed approach to working with young people and families in order to help them rebuild relationships, increase their achievements, reduce their risks and build on their strengths.
13. Be a positive role model for colleagues and provide support, encouragement and guidance to staff when dealing with complex situations, including debriefing of staff post critical incident.
14. Deliver supervision to sessional workers and supervise the work of keyworkers in relation to the portfolio lead area.
15. Regularly provide advice, guidance and training to keyworkers and other professionals working in or close to the Our Place Hub.
16. To assist in providing a safe, secure and accepting environment for children and young people, appropriate to their age, understanding and identified needs.
17. To participate in the assessment of each child's/young person's needs and regular reviewing individual care plans/programmes.
18. To assist in developing and maintaining good relationships with parents/carers and wider family members of the young people placed within the home.
19. To ensure that the wishes and feelings of children/people are taken into account in all matters relating to their daily care, appropriate to their age and understanding.
20. To respect and promote the needs of each child/young person arising from his/her racial, cultural and religious background and to attend religious services, cultural festivals where appropriate.
21. To maintain appropriate records on each child/young person and prepare written reports as required by Service practice.
22. To operate within a team framework, to attend staff meetings and other Service meetings as and when required.
23. To actively oppose discriminatory practices in relation to colleagues/young people whether based on race, religion, gender, disability or sexual orientation.
24. To encourage individuals to accept responsibility for their self-care, personal growth and development appropriate to their age. To ensure that good health is promoted and that the health needs of young people are identified and services provided to meet these needs.
25. To administer medication to service users in accordance with service procedures.
26. To liaise and work effectively with colleagues, other agencies and service users in the interests of young people looked after.
27. To proactively prepare and support young people to return to their birth families where appropriate.
28. To ensure the welfare of young people is promoted, that they are protected from abuse and that an appropriate response is made to any allegation or suspicion of abuse or bullying.
29. To encourage and motivate young people to develop outside interests and leisure activities.
30. To work as part of a rota, including regular sleep-in duties, weekends and evenings as required (these arrangements may be subject to change at short notice). To work a flexible rota to take account of varying demands made upon different homes and at different times.

Secondary Duties

1. To help maintain a stimulating environment, assist in the maintenance of the fabric of the building both internal and external and carry out light domestic duties as required.
2. To participate in in-service training and staff development as required (including access to Diploma opportunities).
3. To organise and take part in activities inside and outside the home as appropriate.
4. To comply with formal supervision arrangements.
5. To be aware of and respond to fire, health and safety issues whilst at work, during the day and night. If sleeping in to undertake nightly fire and security checks.
6. To understand the impact of trauma, neglect, and early adversity on children and young people as they progress through their childhood.
7. To understand confidentiality and data protection within the role.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Service Director (or nominated representative from time to time in consultation with the postholder and if he/she wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Ian Godfrey</u>	Date	<u>August 2019</u>
Reviewed by :	<u>Anne Tully</u>		<u>December 2021</u>
	<u>Anne Tully</u>		<u>January 2023</u>
	<u>Courtney Smith</u>		<u>February 2025</u>
Agreed by Postholder	_____	Date	_____
	_____		_____
Supervisor	_____	Date	_____
Chief Officer	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Portfolio Lead
Section :	No Wrong Door	Post Number :	
Job Ref:		Grade:	Grade 7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you at least 21 years of age in line with National Minimum Care Standards.	E	AF
2 Are you willing to work on a rota/shift basis?	E	AF/I
3 Are you able to be flexible over rostered hours, to take account of particular problems (e.g. staffing, behaviour of residents), and to provide support to children, families and carers in the community.	E	AF/I
4 Are you willing to Sleep in as and when required?	E	AF/I
5 All applicants are reminded that there is a no smoking policy applying to staff employed within the Children's Home.	E	AF
(b) Qualification and Experience		
1 Please give details of previous paid or voluntary work with young people.	E	AF/I
2 Do you hold a Level 3 Diploma in Children & Young people's workforce, or be prepared to work towards and complete within 12 months of commencing employment	E	AF/I
3 Experience of working with children and young people between the ages of 9 and 18.	E	AF/I
4 Experience and resilience in working with young people with complex and challenging behaviour.	E	AF/I
(c) Skills and Knowledge		
1 Understand the impact of trauma, neglect and early adversity on adolescents.	E	AF/I
2 Tell us about your ability to analyse problems and think things through.	E	AF/I
3 Please demonstrate your ability to observe and record young people's behaviour in a clear concise fashion.	E	AF/I
4 What is your experience of working in challenging situations?	E	I

5	Please give details of your ability to work with other team members and other colleagues in a collaborative, supportive way.	E	AF/I
6	Please give details of how you develop effective key working relationships with young people and maintain relationship throughout key transition points and post 18 if required.	E	AF/I
7	Tell us about your ability to be flexible, approachable and responsive to change.	E	AF/I
8	How do you develop and maintain effective working relationships with colleagues, managers, partners and stakeholders?		
9	What is your knowledge and understanding of the needs of young people growing up?	E	AF/I
10.	How have you participated in assessing risks and producing action plans in relation to challenging behaviour, safeguarding and general health and safety using a risk managed (not risk averse) approach?		
11	Please give details of your ability to effectively use I.T software packages, including use of Microsoft Office, Windows, the Internet and Email.	E	AF/I
12	What ability do you have to understand and be able to analyse the wider care perspectives of people with social care needs?		
13	Please give details of how you demonstrate a flexible attitude to hours of work, including sleep-ins and waking nights and covering service needs across the range of placement options.		
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering & Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I