



Senior Residential Social Services Officer - Beechside Short Break Service

Salary: Band 6, £27,363 - £31,067 per annum, plus 17% shift allowance to include shift and weekend working.

Contract: Permanent

Hours: 37 Hours per week

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Board safer recruitment procedures.

The Wider Service

Children's Social Care provides social work interventions to children in need (including children with disabilities and those subject to protection plans) and children looked after and care leavers. It is the responsibility of Children's Social Care to offer a range of options for children who need homes outside their families, including foster care and children's homes, alongside adoption, special guardianship, and kinship arrangements.

Beechside Short Break Service

Beechside Short Break Service provides care and short break accommodation for up to six young people aged between 5 - 18 years. The service is tailored to meet individual children's needs that have a learning or a physical disability, often alongside communication needs.

The aim of our service is to support children, providing them with a home away from home where they can develop confidence and flourish. As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how, you are and how you work then this could be the role that meets your expectations.

What is the Role?

The key part of the role is working directly with children and young people. The role requires a child centred approach and ability to build warm, strong and positive relationships with our children and young people. You will be responsible for the day-to-day care of up to six children with a range of complex needs.

You will be expected to apply relevant legislation, policies and procedures and guidance relating to residential childcare. You will be expected to work alongside other professionals such as social workers, schools and therapists to provide a consistent team approach to manage care & risk and attend meetings with young people or represent the team at meetings.

You will work alongside children by helping them to achieve their specific individual needs and improving their future outcomes. You will be required to input information into the client

database and carry out other related administrative tasks. Within the role you will also be required to attend meetings with young people or represent the team as appropriate.

You will work a rolling shift pattern, whereby you will work a variety of shifts which include earlies, lates, weekends and sleep in duties. Additional enhancement of 17% shift allowance to include shift and weekend working plus additional

Main duties and responsibilities

You will:

- Lead and delegate tasks to the staff team, ensuring that shifts are well planned, managed and recorded.
- Undertake key specific areas of responsibility within the home; this could be overseeing the rota, fire safety, training, medication and health and safety.
- Lead on completing home assessments and assessing the needs of children being referred to the service.
- Lead and manage a key work team ensuring all key worker responsibilities are being completed.
- Attend appropriate meetings relating to the children in line with the key worker responsibilities.
- Develop and maintain key documents for the children we care for such as individual care plans, risk assessments and positive behaviour support plans.
- Assess the risk of each child and make arrangements to protect them from harm.
- Follow individual positive behaviour support plans including physical handling strategies such as Team Teach.
- Ensure the home meets its regulatory responsibility to safeguard all children and to challenge unacceptable practice, knowing how to report concerns.
- Ensure children are engaged in a way that allows them positive experiences.
- Report and respond to any child protection concern in line with departmental procedures.
- Respond to and action any health needs of the children we care for.
- Safely handle, store and administrate medication including emergency medication.
- Provide and support children with personal care tasks following the child's individual care plans.
- Provide and support children with moving and handling tasks following the child's individual care plans.
- Provide and support children with complex health needs including PEG, Stoma and Tracheostomy care.
- Engage children in positive activities that support their positive outcomes and experiences.
- Use appropriate IT and recording systems to store and record important information.
- Writing reports and data recording.
- Carefully manage health and safety and contribute to the safe function of the home.
- Engage with activities that promote professional development.
- Maintain awareness and comply with the corporate and departmental policies and procedures.
- Support with ensuring staff are trained and competent to carry out tasks.
- Provide quality and reflective supervision to a team.
- Allocate task and ensure sufficient team cover to deliver a high-quality service.
- Manage a purchasing card for money responsibilities in line with training, policies and procedures.
- Manage performance of staff in partnership with the registered manager and deputy.
- Undertake and support with home task and domestic duties that are involved in the running of a home such as cleaning, cooking, shopping, laundry and transporting.



- Ensure any concern is addressed and reported to management team.

Who is the Person?

You will need:

- A QCF Level 3 Diploma in residential childcare or equivalent qualification.
- Professional experience of working in a residential children's setting.
- Awareness of the needs of children with learning and physical disabilities.
- Sound experience of key working.
- The ability to work under pressure and make decisions to safeguard children, the service and staff.
- Knowledge of how to safeguard and support children in a short breaks service.
- The ability to form warm and positive relationships with children to support their development and positive experiences.
- The ability to actively support children and encourage children to grow and flourish to their full potential.
- Excellent communication skills, as you will be required to liaise with other agencies, parents, colleagues, and children.
- To be able to effectively engage and build relationships with children.
- To take a proactive role in keeping your own learning & development up to date.
- To understand the issues and pressures affecting children today.
- To be flexible and responsive to the unique needs of each child.
- Good listening skills and be able to remain calm and focussed when working under pressure.
- Good written skills to write contact sheets and reports.
- Willingness to use your initiative and make decisions around the needs of children on a day-to-day basis.
- Flexibility in adapting to changing workloads of the team.
- To be able to work alone and as part of a team.
- The ability to converse at ease with customers and provide advice in accurate spoken English. This is essential for the post.

Ideally you will:

- Have a driving license and a Midas qualification.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.