JOB DESCRIPTION

Job Title: Care Team Member

Department: Children's Home, Appletree Treatment Centre Ltd (ATC)

Job Details:

Responsible to:	Team/Shift Leader
Working hours:	42 hours, various shifts
Salary range:	.4 to .12 - £28,017 to £31,814 + £3,276 Sleep-in (1 Sleep-in per week) + Benefits
Essential	
Qualifications:	Relevant Level 3 qualification or willingness to work toward one.
Experience:	1 year minimum of working with children and young people

ATC mission statement – Appletree opened in 1995 with a mission to help support young children who have experienced trauma and whose lives have been severely disrupted to grow socially and emotionally and learn to cope with school and everyday life. We help them wherever possible, to return to families and day schools before they reach their teenage years.

Appletree are well known throughout the sector for providing residential care focused on transitions back to a family setting before the teenage years. Our success rates with primary age children are exceptional, confirming our status as a leading provider of therapeutic care and education

Our Objectives and Aims – we believe that all children will have the best chance for success when they experience quality in education, care and health. Working together our facilities, care, education and therapy teams objectives are to ensure that we provide our children with –

- Safe, warm, comfortable, surroundings
- An environment of acceptance, support, feeling a sense of belonging and being loved
- Inspirational teaching to develop a love of learning
- A child-centred, safe space to explore their thoughts and feelings

1. Main Purpose of Post:

   To be part of the residential care team who ensure the physical, emotional and other daily care needs of children are provided for, within a supportive, homely, professional and caring environment.

2. The expectation of members of the care team:

- ✓ To ensure children's safety and well-being is appropriately protected at all times (including those who may go missing or may be at risk of harm, including exploitation, neglect, abuse, self-harm, bullying and radicalisation)
- ✓ To provide high standard help, care and support
- ✓ To actively promote tolerance, equality and diversity, and challenge any discriminatory behaviours
- ✓ To be involved in the planning, review and recording of information linked to a particular child or children
  in a way which will help inform all those involved with the child to make considered decisions which will contribute to the child's success.
- ✓ To bring an energy and positive outlook to the children we look after, in a way which models positive parenting and inspires children.

3. Level of Post

All care team members are vitally important within the Appletree homes. You will be accountable to the Shift Leader and Deputy Manager, who in turn reports to the Registered Manager.

1. To ensure that care is provided within a professional, positive and homely environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs.

2. To establish positive relationships with the children, assessing needs and working jointly in producing, implementing, delivering and revising individual care plans.

3. To work with children individually and in groups with the aim of enhancing relationships, self-confidence, social skills, managing personal behavior and life skills.

4. To organise and participate in activities for the children.

5. To work to provide a positive, welcoming and stimulating environment for the children, including carrying out cleaning, gardening and other domestic duties.

6. To adhere to all reporting and recording procedures and ensure the production of timely reports and correspondence to a professional standard.

7. To communicate effectively with other agencies and professionals, and when requested prepare written reports.

8. To be responsible for dealing with petty cash and other purchasing duties in accordance with established procedures and policies, ensuring that all petty cash dealt with is accurately recorded and reported.

9. To act as a corporate parent to the children, providing guidance and support to the children whilst maintaining professional boundaries at all times.

10. To work with a child's House Tutor (Key Worker), ensuring sessions are carried out in a timely and appropriate manner.

11. To ensure all duties associated with running a children's home during a shift are completed to a high standard. Such duties include logbook entries, completing running records, and updating weekly planners, fire safety and health and safety checks.

12. Ensuring that all other duties commensurate with running a children's home are completed to a high standard. Such duties include household chores, light gardening duties and weekly food shopping.

13. To be responsible for the management of shifts as required.

14. To ensure necessary liaison and communication takes place within the home and outside with families, other members of the wider Appletree group, schools, other agencies and the local community.

15. To attend, with guidance, court proceedings, child protection conferences, panels etc and contribute to reports and information as requested.

16. To act immediately upon any suspicion, evidence, allegation or concern in relation to safeguarding in accordance with safeguarding children's policies and procedures.

17. To work on designated projects as required and to keep abreast of developments within the profession.

18. To provide cover in settled care homes.

19. To complete mandatory training in a timely manner.

20. To complete accredited qualifications as dictated by regulations.

21. To attend and contribute to regular supervision and annual appraisal.

To carry out other duties as are required and as are commensurate with the grade of the post.

Information given to you in the course of your job may not be divulged without the permission of the school to anyone other than the professional employees of the school.

This job description sets out the duties of the post at the time it was drawn up. Elements of this job description may be re-negotiated at the request of either party with the agreement of both as part of discussion at your support sessions and Annual Performance Agreement.

Area	***Criteria***	***How Assessed****
Experience	1.1 Previous extensive experience of working with young people aged 6 – 12 in a residential social care setting	A, I
	1.2 Experience of handling conflict and managing sensitive issues to achieve positive outcomes	A, I
	1.3 Experience of working in accordance with established policies and procedures	A, I
Knowledge	2.1 Knowledge of relevant child care legislation, government guidance and best practice	A, I,
	2.2 Good knowledge of Child Safeguarding Policies and Procedures	A, I,
	2.3 Understanding of child development	A,I
	2.4 Understanding of the complexities of group living	A, I,
	2.5 Understanding of strategies for managing challenging behaviour (including de-escalation procedures)	A, I
Education/ Training / Qualifications	3.1 Level 3 Children and Young People Workforce Diploma or willingness and ability to obtain within 12 months	A, D
	3.2 Good level of numeracy, literacy and IT	T
	3.3 To have the Children and Workforce Development Induction Award or be willing to complete it within the first 6 months in post	A, I, D
Skills & Abilities	4.1 Excellent verbal communication skills on the phone and in person with staff, children / young people, schools, statutory agencies and families	A, I, T
	4.2 Good written and IT skills sufficient to complete records, write accurate reports, maintain logs, write correspondence	A, T
	4.3 Ability to deal with stressful, difficult and challenging situations appropriately and effectively	A, I
	4.4 Ability to work on own initiative and as part of a team	I
	4.5 Motivation to work with children / young people demonstrating challenging behaviour in a residential setting	I
	4.6 Ability to present as a stable and consistent role model for young people and other staff	I, T
	4.7 Ability to engage with and motivate young people / children on a group and individual basis	I, T
	4.8 Ability to contribute effectively to the production, recording, implementation, evaluation and review of assessment plans	A, I, T
	4.9 Ability to demonstrate good parenting skills and maintain appropriate, professional relationships with children / young people	A, I, T
	4.10 Ability to de-escalate situations, manage behaviour and undertake appropriate restraint if required.	A, I

Other work-related requirements	5.1 Ability to support the therapeutic core values of the organisation	A
	5.2 Willingness to undergo a satisfactory enhanced DBS check	D
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds including those who have experienced an unsettled childhood.	A, I
	5.4 Ability and willingness to work a year rota system, to work alone and to complete sleep-ins.	A, I
	5.5 Ability and willingness to provide cover at other settled care homes	I
	5.6 Full driving licence (preferably with no endorsements)	A, I, D

Person Specification

Job Title: Care Team Member	Department: Care / ATC

SPECIFICATION	ESSENTIAL	DESIRABLE
ATTAINMENTS: Education Academic Qualifications Professional Qualifications Work Experience	1. Minimum 1 year experience within Social Care.	1. NVQ Level 3 or willingness to undertake. 2. Open water or activity-based qualification. 3. First Aid qualification. 4. Commitment to further personal and professional development.
ABILITIES, SPECIAL APTITUDES: General Intelligence Subject Knowledge Facility with written words Manual Dexterity Computer Literate Ability to Learn Ability to Drive	1. Knowledge of child development. 2. Displays commitment to the protection and safeguarding children and young people. 3. Is reflective in their approach to working with young people. 4. Good communication skills.	1. Has up to date knowledge of legislation and guidance in relation to the children's home quality standards 2. Current driving licence.
APPEARANCE / PHYSICAL CHARACTERISITICS: Dress Speech Telephone Voice Manner	1. Good role model to colleagues and young people. 2. Professional manner.	
DISPOSITION: Leadership Stability Stress Tolerance Attitudes Dependability Determination Ability to cope with routine tasks Ability to get on with others	1. Works collaboratively and supportively with colleagues within the organisation and those within other organisations. 2. Is resilient, flexible, and patient and can work under pressure.	1. Can manage time effectively.
OTHERS	To act therapeutically in accordance with ATC therapeutic competencies	

As a member of our Team, you are required to act therapeutically in accordance with ATC therapeutic competencies.

- To understand your role and how you contribute to our ATC mission, aims and objectives.
- To have a clear understanding of our children and the need for individualised care.
- To be able to observe the actions of people around us and notice internal and external dynamics to help formulate a hypothesis.
- To be able to accept 'not knowing' and allowing time for understanding.
- To have an awareness of boundaries and the importance to maintain these as well as the ability to share authority with all members of ATC.
- To be able to work in a creative/flexible way to provide space and time.
- To have a desire to learn, both experimentally and academically.
- To be emotionally open within ATC to enable the community to help address and solve problems.
- To communicate in a clear direct manner, listen and engage with others to promote understanding and growth.
- To be open to conscious and unconscious communication and how this can affect behaviour and communication.
- To be able to interact in a therapeutic manner, helping to link thoughts and feelings of others to underlying issues in a genuine approach.
- To be able to self-reflect and have an awareness of your own capabilities as well as continually being aware of responses to others.
- To have the ability to be able to manage stress and know your own limits.
- To be able to understand and hold onto difficult feelings for long enough to process their origin and find a solution.
- To be able to take ownership of your mistakes and maintain true to yourself.

Everyone within Appletree Treatment Centre has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. We carry out the appropriate vetting and verifications on all staff, and this post is subject to an enhanced DBS check. We might conduct an online search as part of due diligence checks in the recruitment process. As this position is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 no convictions or cautions are protected and will not be filtered from an enhanced DBS Certificate. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.