



Catholic Care

Caritas Leeds



Job Specification

Senior Residential Childcare Worker

February 2024

Welcome



Carol Hill
Director,
Catholic Care

Thank you for your interest in joining Catholic Care. This is an exciting opportunity to join a passionate and values-driven charity with a rich history and vibrant future, making a real difference to people in need across Yorkshire.

In this brochure you will find information about our charity, how we value our employees and the work we do, as well as details of the role you are interested in, and how to submit your application.

Catholic Care's aim is to support, through practical services, anyone disadvantaged in Yorkshire, regardless of their faith. As a result of the way our charity has developed over the past 160 years, we today offer a wide range of regulated services and a growing number of other provisions in the community.

I believe we are still operating – and indeed expanding – after such a long time because we respond flexibly and creatively to not only the needs of people today but also to the needs of tomorrow. We are underpinned by our Values, rooted in Catholic Social Teaching, which give us an inspiring vision of how Society can be better for all. It is testimony to our success that in 2023 the Bishop of Leeds entrusted Catholic Care with the role of 'Caritas agency' in the Diocese, co-ordinating the Church's practical outreach to the marginalised.

We are a medium-sized charity operating with an annual turnover of £5.5 million. We are highly efficient, spending 99% of our income directly on caring for those in need. Being medium-sized means we have good infrastructure in place for the support and development of our staff and volunteers, whilst retaining a family feel that values individuals and has a person-centred approach.

I hope you will consider joining and enriching our team. Please do get in touch if you have anything you would like to discuss. We look forward to hearing from you.



Registered in England and Wales
Company No. 1633737
Registered Charity No. 513063



What Catholic Care Does

Our charity was founded in 1863 to care for children and grew in response to the social challenges resulting from the Industrial Revolution.

Over 160 years later, some 200 staff and volunteers continue reaching out to those in need through a diverse range of services, including:

- Children's Residential Care Service
- Schools, Children and Family Wellbeing Service
- Adult Learning Disability Service
- Older People's Services including Extra Care
- Mental Health Supported Living Service
- Community Projects including a baby bank, older people's social groups, counselling, community market foodbank, refugee support, and coaching

We were founded and continue to be run on Christian values. We provide services for, and employ, people of all faiths or no faith at all.

Our Mission

To offer practical services and support to anyone who is disadvantaged, vulnerable, or marginalised.

Our Values

Our values are what drive everything we do. They help us to make decisions about what we do, how we do it, and who we do it for.

Our values

Community

We believe in encouraging individuals to value each other and by empowering people to take action together for the common good.

As a result, we aim to establish a sense of community and 'family' that promotes feelings of belonging and self-worth.

Equality

As an organisation that celebrates diversity and values relationships built upon mutual respect, we strive to offer inclusive services, without discrimination.

This means that anyone in need can access our services and everyone is guaranteed a warm welcome.

Compassion

We offer understanding and empathy and work in partnership to improve the physical, spiritual and emotional well-being of the people we encounter.

Care

We aim to deliver the highest standards of care to anyone who is disadvantaged, vulnerable or marginalised, regardless of their faith.

By making their interests our priority, we seek to enrich their lives, meet their needs and support their independence.

Dignity

Each and every person has the right to enjoy freedom, choice and respect.

We take care to create services that reflect people's preferences and respect their privacy and dignity at all times. So they each receive the personalised support that they need to enjoy rich and independent lives.

Justice

We aim to be fair and just in all our dealings with people, from those using our services every day, to our employees and volunteers.

We also believe in open and honest working practices and aim to make a positive difference to those around us.



Working With Catholic Care



Where We Work

Catholic Care's Head Office is in Headingley, Leeds. However, our work spans across the Catholic Diocese of Leeds which includes most of West Yorkshire and parts of North Yorkshire.

Some of our staff and volunteers work at a specific site or sites.



When We Work

Because of the diverse range of services offered by Catholic Care, employees' working hours vary considerably. Some of our teams allow for non-standard hours or part-time employment. Where appropriate, we consider requests for flexible work patterns, including term-time only.



Equality, Diversity, and Inclusion

Catholic Care is an Equal Opportunities employer and, in compliance with equality legislation, we will not discriminate on any grounds, particularly age, gender, gender re-assignment, race, religion, sexuality, disability or cultural or ethnic background. We encourage applicants from diverse backgrounds, communities, and identities, including those under-represented in the Charity. Our [Equality and Diversity Policy](#) can be found on our website. Whilst we are a Catholic-Christian charity, we provide services to people of all faiths and none, and also employ people of all faiths or of no faith at all. To help us monitor the effectiveness of our recruitment we may ask you to complete a diversity and equality questionnaire; data is completely anonymous, is stored confidentially by our HR Department, and will not be seen by any Selection Panel.



Safer Recruitment

Catholic Care is committed to the highest standards of Safeguarding the wellbeing of our staff, volunteers, and those we offer services to. Depending on the role applied for, you may be required to undergo a criminal records check. Our [Safe Recruitment and Selection Policy](#) can be found on our website.

Benefits of Working for Catholic Care

Working Culture

- A welcoming and supportive workplace
- A variety of flexible contracts to help you balance your work and home life
- Comprehensive induction programme
- Learning and professional development opportunities
- Regular supervision
- Staff forums and support groups
- Be part of a team making a real difference to people's lives

Money

- A competitive salary that is reviewed annually
- Workplace Pension: Catholic Care makes up to an 8% contribution
- Sickness Pay
- Death-in-Service Benefit (life insurance cover)
- Interest-free loans
- Employee Referral Bonus Scheme

Annual Leave

- Generous annual leave allowance starting at 26 days rising to a maximum 31 days (full-time staff), plus Bank Holidays and discretionary days
- An extra 3 days' leave after 5 years' service

Health and lifestyle

- Health Cash Plan
- Cycle to Work Scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Confidential counselling service

We are proud to be recognised as

- Investors in People
- a Mindful Employer

How to Apply

Check the Job Description and Person Specification

You will find these at the end of this brochure. Please be aware of these criteria when completing the application form, and note any specific information that might be required for certain posts. We strongly recommend you look at Catholic Care's website and social media before starting the application form to grow your awareness of the Charity.

Complete the Application Form

Our application form is an interactive PDF document that allows users to enter text in form fields without the need for PDF-editing software. You can download the application form from the [jobs section of our website](#), and then submit the form through the website, via email, or by post.

Requirements

You will require an existing right to work in the UK for us to progress your application. At the present time Catholic Care does not offer sponsorship to applicants from outside the UK.

You may be asked to provide: proof of your identity; a declaration about any unspent criminal convictions; a statement of any specific access, support, or health needs you have.

If the post you are applying for requires letters of reference, we will not approach referees until you have been provisionally offered employment.

You may be asked to complete a voluntary diversity and equality questionnaire to help us monitor the effectiveness of our recruitment.

Any Questions?

If you have any questions about completing the application form or the recruitment process, please contact the HR Team:

recruitment@catholic-care.org.uk

Tel: 0113 3885400

Human Resources Team

Catholic Care, 11 North Grange Road, Headingley, Leeds, LS6 2BR

Job Description

Job Title	Senior Residential Childcare Worker
Service	Children & Young People's Residential
Reporting to	Senior Manager, Head of Care
Line Manager	Registered Manager for Service

JOB PURPOSE

To undertake a lead role in ensuring the care and welfare of each child or young person in placement. To give guidance and support to all Residential childcare workers and to be responsible for the supervision of designated members of staff and to record this in the member of staff's file.

To raise any concerns with the Registered Manager as appropriate.

KEY RESPONSIBILITIES

- To plan , manage and lead on shifts ensuring children are kept safe and engaged throughout the day.
- To ensure the Placement Plan for each child is followed and adhered to at all times.
- To ensure education is promoted and supported and that each child's attendance in education is maintained.
- To create and maintain good relationships with our young people to ensure that they are fully involved in all decision-making processes that affect their lives
- To ensure that good relationships with all young peoples' families and advocates are developed and maintained and that they are consulted and supported through any changes and/or developments that may affect the lives of our young people
- To support our young people in developing positive relationships with relatives, other young people, professionals and staff.
- To promote positive behaviour and manage challenging behaviour within policy guidelines.
- To play a lead role in ensuring that all cultural needs of young people including dietary requirements, are met.
- To plan and where necessary lead on activities and programmes for our young people
- To ensure that all staff act in a professional manner.
- To ensure all policies and procedures, as well as risk assessments, are adhered to at all times.

	<ul style="list-style-type: none"> • To ensure that all staff comply with duty rotas and gain experience in the working methods of other staff. • To monitor and support the home through flexible working times which will include the need for night duty and including sleeping in duties. • To ensure that staff are well informed in risk assessments, planning in preparation of taking a group / individual out • To ensure that all staff read the Daily Log to check all messages at the beginning of work or at any point during the working day as required. e.g. following a day trip. • To ensure that all staff have written up any incident / accident forms or intervention forms as applicable and that such information is passed to the Registered Manager within the agreed timescale. • To ensure that all staff are familiar with and follow Local Authority Child Protection Procedures • To report immediately to the Registered Manager any issues regarding Child Protection matters. • To ensure that all staff are familiar with Policies and Guidance Notes with regard to the care of children, • To ensure that all staff maintain confidentiality at all times. • To assist or undertake effective supervisions as required. • To offer advice and encouragement to supervised staff with regard to individual training needs. • To ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan. • To raise any concerns regarding an individual member of staff's progress or attitude with the Registered Manager (if serious) or at the member of staff's next supervision.
<p>TRAINING</p>	<ul style="list-style-type: none"> • To attend regular supervision sessions with the Registered Manager. • To implement and participate in the staff Performance and Development Process. • To keep abreast of developments and trends within the care profession and disseminate to staff and colleagues accordingly. • To undertake any training necessary to improve knowledge and performance.

ORGANISATIONAL RESPONSIBILITIES

- To work as a member of Catholic Care: to support the team ethic.
- To act as an ambassador of Catholic Care; to maintain appropriate professional standards and communications at all times.
- To be aware of organisational and local policies and procedures and to adhere to same at all times.
- To attend and contribute to team meetings
- To attend training sessions and to co-operate with changes in legislation or service delivery
- To ensure that Health and safety requirements are carried out.
- To retain high levels of confidentiality regarding all aspects of Catholic Care's Policies, which also include Confidentiality and GDPR.
- To work within other areas of Catholic Care's services as required by management.

Person Specification

Post: Senior Residential Childcare Worker

Service: Children & Young People's Residential

(Due to Ofsted Regulations, all employees in our Residential Service must be over 20 years of age)

Training & Qualifications	Essential	Desirable
Level 3 Diploma in Children's Residential Service or equivalent	√	
NVQ or Diploma Level 5 in Leadership & Management in Residential Children's Services or equivalent		√
Social Work Qualification or equivalent		√
Team Teach positive behaviour accreditation		√
Skills	Essential	Desirable
Confidence to direct and support the staff team to deliver person centred childcare working towards the best outcomes for each young person.	√	
Understand that young people should receive a nurture-based approach which best meets their	√	

individual social, racial, psychological, educational, cultural, physical identity and health care needs		
Excellent communication skills, both verbal and written	√	
Able to work under own initiative and as part of a team	√	
Excellent organisational skills	√	
Ability to drive and holds a current driving licence	√	
Any relevant or transferrable skills, such as First Aid trained		√
Experience		
Experience of working within a children's residential care setting or similar	√	
Previous experience as a Senior Role in a Residential Children's Care Setting	√	
Experience in the line management of staff, including supervisions	√	
Knowledge		
Knowledge of Child Protection & Safeguarding	√	
Knowledge of the Children Act & Children's Homes Regulations	√	
Understanding and knowledge of a Therapeutic Approach to Childcare		√
Attitude & Other Related Characteristics		
Resilient, enthusiastic and motivated person	√	
Calm, approachable manner, adaptable and non-judgemental	√	