



**SWYDDI CYNGOR**  
RHONDDA CYNON TAF  
**COUNCIL JOBS**



# Pecyn Gwybodaeth i Ymgeiswyr

# Candidate Information Pack

## JOB DESCRIPTION – CASUAL RESIDENTIAL CHILD CARE PRACTITIONER

The casual role will require the successful candidate to cover shifts across 4 Children’s Residential homes within Rhondda Cynon Taf. The shifts will include, days, afternoons, nights and weekend working, to cover staff absences, and increase staffing levels in line with the needs of the service. The role will also require sleep in duties as per service needs.

*Post Reference Number: Various*

*Date of Job Description: August 2022*

*Version:*

<b>Grade</b>	GRADE 7
<b>Location</b>	BEDDAU, BRYNDAR, CARN INGLI, TY BRYNNA
<b>Group</b>	COMMUNITY & CHILDREN'S SERVICES
<b>Division</b>	CHILDREN'S SERVICES
<b>Department/Section</b>	SAFEGUARDING AND SUPPORT
<b>Team/Sub Section</b>	FAMILY SUPPORT AND ACCOMODATION SERVICES
<b>Responsible to</b>	REGISTERED MANAGER
<b>Posts reporting to this post</b>	
<b>DBS Required</b>	YES – ENHANCED CHILDREN'S WORKFORCE – 3 YEARLY RENEWAL

## Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted ‘Leisure for Life’ membership, ‘Vectis Card’ for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

**Please see our [career pages](#) to find out more about working for us.**

## Purpose of the post:

- To be responsible, as a member of the staff team, for the direct day to day care of children and young people and other supportive tasks and duties.
- This will include evening, weekend work and sleep in duties as required.
- The standards that are applied to this post are QCF Level III Awards in Care.

## What you will deliver:

### SPECIFIC RESPONSIBILITY

1. To act as a keyworker to children and young people
2. To develop and work towards plans for the delivery of service to individuals.
3. To Liaise with other workers, Social Workers, and other agencies.
4. To provide for children's and young people's physical needs as necessary, for example, by cooking, washing, ironing, shopping, budgeting, or by enabling children and young people to carry out such tasks for themselves
5. To talk and listen to children and young people, and observe their behaviour and record significant features.
6. To record risks and work with other services to manage and minimise them.
7. To inform colleagues of relevant developments, for example during handover.
8. To be alert to signs of distress or abuse, and to ensure that the children and young people are monitored and protected.
9. To be sensitive to the needs of individual children, taking account of race, culture, language, religion.
10. To provide additional support and comfort to children under stress.
11. To share in the practical activities necessary to maintain the home, for example cleaning the home as and when necessary.
12. To be accountable for monies allocated for specific purposes.
13. To participate in appropriate training offered, and be responsible for your professional development.
14. To Maintain confidentiality.
15. To report to a line manager, or appropriate person, malpractice's or evidence which may suggest it.
16. To carry out regular health and safety checks of the home, and reporting any identified issues
17. To prepare for and participate in Progress and Review meetings
18. To promote the wellbeing of children and young people, by encouraging an interest in education, community and a healthy lifestyle.
19. To attend and contribute to staff meetings
20. To make positive use of supervision
21. To act flexibly, within reasonable bounds, in order to ensure the necessary cover at the home.

## What you will deliver:

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

# PERSON SPECIFICATION

**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

## Knowledge / Education:

Essential	Desirable
A commitment to undertake and complete QCF level 3 Diploma Health & Social Care (Children & Young People) within two years of registration with Social Care Wales	NVQ or QCF level 3 in Health & Social Care (Children & Young People) Knowledge of specific Childcare Legislation Knowledge of The Care Standards Act
Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.

## Experience:

Essential	Desirable
Can demonstrate either, having participated in the direct care of, or work with, children and young people	

## Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/> <i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i>	Welsh Language Level 2 <input checked="" type="checkbox"/> Welsh Language Level 3 <input type="checkbox"/> Welsh Language Level 3-5 <input type="checkbox"/> Welsh Language Level 4 <input type="checkbox"/> Welsh Language Level 5 <input type="checkbox"/>
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>	

## What skills you will use in the workplace:

Competency	Community & Social Care Competency Framework
Competency Areas	Competency behaviours and values
<b>Achieving Results</b>	<b>Takes responsibility</b> Demonstrates professional competence and consistently delivers high quality outcomes
Communicating Effectively	Is able to deliver difficult messages sensitively Communicates clearly and concisely
Working with Change	Is willing to try new ways of working and is flexible to them. Is willing to improve on proposed changes to ensure that they will work in practice.
<b>Complying with Health &amp; Safety</b>	Is aware of all relevant Health & Safety procedures <b>Puts measures in place that minimise risk of incident</b>
Earning Service Users Trust	Is person centered and empathetic in responding to individuals emotional and psychological well being Maintains clear professional boundaries, whilst demonstrating a clear understanding of the service users issues.

Working with Team Members	<p>Recognises that all members of the team have different skills and experiences that can be drawn on</p> <p>Contributes to a high team spirit of shared responsibility and cooperation</p>
Encouraging Professional Development	<p>Participates in regular reviews and supervisions to identify goals and areas for development</p> <p>Recognises that there is always room for self-improvement</p>
<b>Working with Partners</b>	<p><b>Works to overcome conflicting viewpoints for the best interest of the service user</b></p> <p>Keeps partners informed and up to date with what is happening with service users</p>
<b>Looking After the Service Users' Best Interests</b>	<p><b>Listens to the views of the service user and includes those involved with the service users to define the best ways forward</b></p> <p>Supports and enables service users to make decisions</p>

## Special Conditions and Professional Requirements

Personal responsibility for registration with Social Care Wales on appointment (or on completion of the Social Care Induction Framework) and continuous registration on Part 2 of the Register thereafter

Flexibility and responsiveness to changing priorities

Requirement to travel independently throughout Rhondda Cynon Taf County Borough Council and out of county on a needs basis