



**FULL EMPLOYMENT HISTORY:** *Please begin with most recent, giving details of any gaps in employment. Continue on additional sheets of paper if necessary. [Full history required - from leaving secondary education to present date].*

Name & Address of Employer	Post & Brief Outline of Duties	From – To (Month & Year)	Salary & Reason for Leaving

**RELEVANT EXPERIENCE:** Please add any relevant experience that might assist your application.

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**TRAINING:** Please include any special training or short courses relevant to this application

Course Title	Organising Body	Date

**DRIVING**

Are you a vehicle owner ?	YES / NO
Do you hold a clean driving licence? <i>If no please list any convictions, in the space provided.</i>	YES / NO

**EQUALITY AND DIVERSITY:** Horizon Care Ltd is committed to equality and diversity and it is our policy to recruit the right person irrespective of disability, ethnic origin or gender

I am   Male <input type="checkbox"/> Female <input type="checkbox"/>
I would prefer to describe my ethnic origin as _____
If you are registered disabled, please state:      YES/NO
If yes please give: Reference no.: _____      Registration date _____

**PERSONAL STATEMENT:** *In this section you should explain why you want this job, and drawing from your knowledge, skills, and experience provide evidence of your suitability for the post.*

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**REFEREES:** *Please include below the name, status, address & telephone number of three referees, one of whom must be your current or most recent employer*

<b>Current/Most Recent Employer and Name of Line Manager</b>	
2)	
3)	
Can referees be approached prior to interview?	YES / NO
If appointed, when would you be available to start?	

**DECLARATION: Please note that failure to complete this section of your application will result in your application not proceed any further**

**Before completing this section please read this:**

***The post for which you are applying is exempt under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975).***

This means you must give full details of any criminal conviction, including any spent convictions, or pending circumstances that might lead to prosecution, conviction, bind-over or caution.

The disclosure of a criminal record, or other information, will not necessarily debar you from appointment. In making this decision Horizon Care Ltd will consider the nature of the offence, how long ago and what age you were when it was committed. Also any other factors, which may be relevant can be given consideration, including considerations in relation to the company's equality policies.

Any information you give will be treated in confidence.

1. Do You Have Any Criminal Convictions, Driving Offences, Bind-Over Or Cautions? If Yes Please Give Details. If you have none, please state **"I Have No Convictions, Cautions Or Pending Court Cases."**

2. Are you subject to any current or outstanding disciplinary procedures, or have you ever had action taken against you by an authority regarding children under 18 years old? **If so, please give details.**

Applicants need to be aware that Horizon Care Ltd carries out a disclosure on all people we decide to appoint. Information received from the CRB will be kept in strict confidence.

***Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.***

"I take notice that if I have any convictions and do not declare them, or withhold information which is relevant to my application, or if information provided in my application is untrue, I understand I will be instantly dismissed. I confirm that I have read, understood and have truthfully answered the above questions and that everything else in this application (including any additional pages) is, to the best of my knowledge, accurate and correct."

Do you hold a Enhanced CRB Disclosure Form, dated within a year old? Yes / No

*If Yes please complete the following:*

Issue date: Disclosure No:

Countersignatory Details

Print Name: Signature: Date:



# Senior Residential Childcare Worker

## Job Description

**Job Title:** Senior Residential Childcare Worker

**Location:**

**Reports to:** Home Manager

**Job Purpose:** Providing a residential service to children and young people.

To assist the home manager in leading, motivating and supporting a team of RCW's.

To assist the home manager to ensure the best outcomes possible for each child and young person are promoted.

### **Main internal and external contacts:**

To form, develop and maintain professional relationships with:

- Children and young people looked after at the home
- Families
- Team members
- Other professionals working with looked after young people
- Child, young persons advocate or representative
- OFSTED

### **Responsible for:**

The work of the staff team in the absence of the home manager and at the direction of the Care Director, other homes as necessary.

Supervision of staff as designated by the home manager.

Quality of the physical environment.

### **Key Responsibilities:**

#### **Summary of responsibilities**

Must hold NVQ Level 3 CCYP

1. To undertake the day to day management of the household at the direction of the Home Manager.
2. To deputise for the Home Manager in his/her absence.
3. To offer professional practice support meetings to staff to complement staff supervision
4. To contribute to the development of practice, in line with Horizon Care standards and policies, and ensuring that staff adhere to the policies that are agreed.

5. To encourage, support and guide members of the staff team.
6. To be the Key Worker for individual children.
7. To attend Case Reviews, Planning Meetings and any other meetings as required.
8. To undertake specific administration tasks within the unit as directed by the Home Manager.
9. To actively participate in supervision, appraisal, training, meetings & consultancies.
10. To be aware of Health & Safety regulations and integrate these into practice.
11. To maintain records as required.

### **Professional childcare practice**

1. To contribute to the development of the children and young people through the provision of a healthy life style
2. To promote and provide a variety of appropriate, stimulating activities and a consistent and caring adult model.
3. To be alert to signs of distress or abuse and to ensure that the children and young people are monitored and protected and have their needs met.
4. To be sensitive to the needs of individual children and young people, taking account of disability, race, culture, language, religion and sexuality.
5. To engage, communicate, talk and listen to the children and young people. To observe their behaviour and record significant features.
6. To contribute to care planning and the implementation of these plans.
7. To participate in reviews and meetings as required and prepare young people for these meetings.
8. To provide additional support and comfort to children and young people under stress.
9. To use reactive strategies to control the behaviour of children and young people who are unable to manage their own behaviour.
10. To provide for children and young people's physical needs as necessary, for example by attending to personal care needs, cooking, cleaning, washing, shopping and budgeting or by enabling children and young people to carry out such tasks themselves.
11. To undertake risk assessments and implement stay safe strategies.
12. To follow Horizon Care Ltd's Policies and Procedures.
13. To assist children and young people realise their full potential in terms of the five outcomes as set out in Every Child Matters and the Children's Act 2004.

### **Personal**

1. To take responsibility for own professional development. Keep abreast of good practice, Company policy and procedures in order to develop skills, knowledge and experience.
2. To make use of regular professional supervision.
3. To inform the Registered Manager or appropriate other of malpractice or evidence which may suggest this.
4. To undertake and feedback on relevant training courses.
5. To meet with NVQ assessor as required.
6. To take a lead role in the project on specific issues as identified by the Registered Manager e.g. as mentor, health and safety rep. Key worker etc.

**Additional information**

It is the nature of the work of Horizon Care Ltd that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are therefore, expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in the job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

You will be required to become proficient in behavioural management techniques including physical intervention. Horizon Care Ltd will provide appropriate training.

**Horizon Care Ltd is committed to quality, equality and valuing diversity**

**This post is subject to a satisfactory Criminal Records check  
and satisfactory references**