

Department: Education & Children Services  
Contact Officer: Valerie Drake  
Telephone: 01753 476684

27<sup>th</sup> May 2008

Dear Applicant

**01-920: Residential Child Care Officer**

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

We are a high achieving Council, working to ensure a thriving economy in Slough and promote local employment. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our staff, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and make a difference.

This Information Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or post it to the Recruitment Team, Slough Borough Council, Bath Road, Slough SL1 3UQ.

If you would like to discuss this position on an informal basis please contact Valerie Drake, Team Manager on 01753 476684.

I look forward to receiving an application from you.

Yours faithfully,

Valerie Drake  
**Team Manager**

# How to Apply

To apply for this post you must complete a Slough Borough Council application form. You may submit a CV in addition to your application form.

Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

## **Process on Completing Application Forms**

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

## **Application Form**

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

## **Recruitment Monitoring Form**

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

## **Reply Details**

Application forms should be returned by:

- a) **E-mail: [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) \***
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Town Hall, Bath Road, Slough, SL1 3UQ**

\*Applicants who return their application form by email will be required to sign the application form, should they be invited for interview, to confirm that all the information provided on their form is correct.

## **Further Information**

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

## **Next Steps**

Candidates who are selected for interview will be contacted by telephone and notified in writing.

If you have not heard from us in 4 weeks please assume that on this occasion your application has been unsuccessful.

# Make a difference.....work in Slough

## Your career

Our staff choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Final salary pension scheme
- Childcare vouchers
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our **vision** is to "Take pride in Slough and make a difference to our communities and our environment". Our corporate plan has full details of our priorities at [www.slough.gov.uk/mycouncil/articles/13682.aspx](http://www.slough.gov.uk/mycouncil/articles/13682.aspx)

## The Borough

Slough Focus is our Local Strategic Partnership, bringing together the town's decision makers, communities and organisations to meet the needs of local people and to improve the quality of life in Slough. Together we have developed Slough's first **Community Strategy**.

The Community Strategy sets out a long-term vision for Slough, for the 'people', the 'place' and for the 'prosperity' of the town, and the things that need to be done to make this a reality.

**PEOPLE** - Slough will have healthy and fulfilled people and communities.

**PLACE** - Slough will be a safe, attractive and sustainable place to live, work and learn.

**PROSPERITY** - Slough will have prosperous individuals and communities.

## World-class businesses

We have Europe's largest trading estate in single ownership and a thriving and growing town centre. A wide range of well-known companies have their base in Slough.

Slough has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

## Culture in Slough

Slough has a population of 119,000 people and is a culturally diverse town with a range of communities. More than a third of our population are from black and minority ethnic communities.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

## Well connected

Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

# Job Description

**Effective Date:** January 2008

## 1. DESCRIPTION

**1.1 Post Title:** Residential Child Care Officer  
**Operating Unit:** Education & Children Services **Location:**

## 1.2 MAIN PURPOSE OF JOB

To work as part of the team to deliver a high standard of care, meeting the individual needs of the young people both socially and emotionally.

## 1.3 POSITION IN ORGANISATION


Name and position of immediate supervisor:

Name:	Valerie Drake	Staff	Manual
Title:	Manager	Direct Reports	0
		Indirect Reports	0
		Total Managed	0

## 1.4 MAIN ACCOUNTABILITIES

1. To contribute to the provision of a safe, appropriate and stimulating environment for the care of looked after young people.
2. To plan the shift and ensure tasks are completed maintaining a record of shift commitments and working co-operatively with colleagues to preserve an efficient and effective service.
3. To support young people by showing an awareness of their individual interests and preferences by introducing them to a range of different experiences and enabling them to make informed choices wherever possible.
4. To attend and actively participate in meetings. To be responsible for bringing relevant issues to the attention of your supervisor and colleagues.
5. To be responsible for preparing care plans, risk assessments, file maintenance and other administrative tasks, ensuring all personal information is stored securely.
6. To understand and operate the employer's policies and procedures for the administration of medication including accurately recording and verifying drug sheets.
7. To account for clients and departmental monies in accordance with policies and procedures, and to participate in the accurate recording of all transactions.
8. To carry out additional duties commensurate with your grade.

# Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
<b>Experience</b>	1.1	Experience of working with young people in a residential setting who may have emotional/ behavioural difficulties.	Essential	✓ ✓	(A) (I)
	1.2	Experience of handling petty cash transactions	Desirable		(A) (I)
	1.3	Experience of preparing care plans and writing reports with clear recommendations	Desirable		(A) (I)
<b>Knowledge</b>	2.1	Knowledge of the 1989 Children Act and other relevant legislation	Essential	✓ ✓	(A) (I)
<b>Skills/ Abilities</b>	3.1	Ability to work with staff at all levels, working as part of a team and liaising with external agencies	Essential	✓ ✓	(A) (I)
	3.2	The flexibility to work on a shift basis including weekends, bank holidays and undertaking sleep-in duties	Essential	✓ ✓	(A) (I)
	3.3	Demonstrable written and verbal skills (Written test on day of interview)	Essential	✓ ✓	(A) (I) (T)
	3.4	An ability to work within a challenging and changing environment	Essential	✓ ✓	(A) (I)
	3.5	Ability to assess and evaluate the individual needs of young people and their families	Desirable		(A) (I)
<b>Qualifications</b>	4.1	Commitment to undertake NVQ 3 in Childcare	Essential	✓ ✓	(A) (I)
	4.2	Educated to GCSE level or equivalent	Desirable		(A) (I)
	4.3	Valid UK driving licence with access to a car	Desirable		(A) (I)

# The Directorate & Team

## Welcome to Slough

### Children, young people and their families in Slough

Slough is home to approximately **32,000** children aged between 0 and 19 years: more than one-quarter of its population (27%), and the second highest youth proportion amongst the Local Authorities of the South East. One-third of households identified at the 2001 Census had dependent children (33.9%, the second highest rate within the South East). Children, young people and their families therefore represent a significant component of our total local population.

Our birth rate is markedly high by comparison to other areas, and increasing (2,317 births in 2006; a general fertility rate of **85.0 per 1000**). This is the third highest rate by council area across England, Scotland and Wales. Slough families are larger than the norm for the South East. Slough has the highest mean average number of children per family in the SE (1.92), with almost a quarter of families (22.5%) comprising three or more children, and 7.2% four or more. In addition to those children and young people who live here, there are significant numbers who have other connections to the area – for example, pupils living elsewhere but schooled locally, attracted here by the quality of our schools (2,791 or 12% of all our pupils).

Children and young people in Slough come from a diverse range of ethnic, cultural and religious backgrounds. Children in our schools speak more than 50 different languages; we have the highest percentage of Muslim and Hindu residents in the south east and the highest percentage of Sikh residents in the country. There are established minority ethnic communities together with high numbers of new migrants and asylum seekers from more than 70 different countries, with one-third of the population born outside the U.K. and one-fifth born outside the E.U.

Different from most of its Berkshire neighbours, Slough is similar to many London boroughs. There are significant pockets of disadvantage and many vulnerable children, including asylum seekers, unaccompanied minors, transient families, low-income households, Children in Care (CiC), and children with Learning Difficulties and Disabilities (LDD). In terms of overall deprivation, Slough was rated as the 115<sup>th</sup> most deprived locality in England according to the Indices of Multiple Deprivation (IMD) published in 2007. There are large variations between neighbourhoods across Slough and a high level of child poverty.

You can find out more about Slough through our website. <http://www.slough.gov.uk/>

### Plans and services for children and young people in Slough

Slough's Children and Young People's Plan 2008-11 <http://slough.gov.uk/services/16655.aspx> outlines our ambitions across all partner agencies in Slough to improve outcomes for children and young people in the borough. Our services are designed to address the particular needs of Slough, and deliver improved outcomes for all our children, particularly the most vulnerable. Our Children's Trust vision, outlined in our CYPP 2008-11 is 'We want all our children and young people growing up in Slough to enjoy life, achieve through learning, be proud of where they live and be valuable members of the community'.

We are developing more locally delivered services through Multi-Agency Locality Teams ("MALTs") which operate across the whole 0-19 age group. The services provided through the MALTs include children's social care; SureStart; psychology; services for children with learning difficulties and disabilities; Parent Partnership; substance misuse & sexual health; attendance service; Connexions; youth services; some YOT preventative work; together with schools, health, police and voluntary

sector organisations. The MALTs started in April 2008, and will be reviewed at the end of their first year.

Other services which are run centrally in the borough include our services to Children in Care, including the pathways team, our residential unit, fostering, adoption and kinship care; we have a team for children with learning disabilities and difficulties and a respite care unit within the borough.

Slough has 46 schools including 5 nursery schools, 3 infant schools, 3 junior schools, 21 primary schools, 6 non-selective secondary schools, 1 Academy, 4 grammar schools and 3 special schools. All our schools offer high quality teaching and learning. The broad range of schools includes an Islamic primary and a Sikh primary school, some of the first such maintained schools in the country. There is an excellent relationship between schools and the local authority and effective services supporting schools. Schools work together within consortia and federations. There is good support for Newly Qualified Teachers, and a range of Advanced Skills Teachers working across schools. There is a strong local SureStart Partnership and 6 established Children's Centres with others planned for 2009.

Among our other current developments are the roll-out of CAF (the common assessment framework) and Contactpoint, together with a Children and Young People's Directory which can be found at <http://www.sloughcypdirectory.org.uk>. We are also working across the council and with partners to improve play and leisure for our children, young people and their families, and transform our most deprived neighbourhoods. We have a children and young people's cabinet who are part of our planning, and a strong history of participation and engagement with children, young people and their families. Our plan to develop our workforce has already begun to show in the training for the roll out of CAF and the MALTs, with people from different backgrounds working alongside one another to take a common approach to delivering high quality services.

We have good and outstanding schools, and good services for children and young people in the borough. In the 2007 Annual Performance Assessment, Slough was rated as '3'. We are proud of being rated as good in the outcomes we produce for our children in the borough, and we know that our partnership work to deliver good outcomes does and will help children and young people in the borough to achieve their aspirations.

# Main Conditions Of Service

## PERMANENT STAFF CONTRACT

**DATE:** January 2008      **CLOSING DATE :** Open Advert

**DIRECTORATE:** Education & Children Services

**JOB TITLE:** Residential Childcare Officer

**The Council is currently in the process of implementing a new system of job evaluation and grading for all staff. This may result in changes to the grade and terms and conditions of employment. It is anticipated that these changes will be implemented later on in the year. These changes will be backdated to 1<sup>st</sup> April, 2007.**

### Post / Scale

Scale R1/R2, (SCP 19 – 31) £17,923 to £26,089 per annum inclusive of inner fringe area. A salary bar operates at SCP 27, £22,338. Progression through the bar is dependent on qualifications.

### Payment of Salary

Your salary will be paid on the last working day of the month, by credit transfer into a bank or building society account of the employee's choice.

Annual increments are paid on 1st April each year subject to 6 months' service and satisfactory performance.

Cost of living awards are paid on 1st April each year.

### Annual Leave Entitlement

The Council operates a personal holiday year scheme. Your holiday year will commence on the 1<sup>st</sup> of the month following your start date with Local Government.

R1      24 days Plus 8 Bank Holidays  
R2      26 days Plus 8 Bank Holidays

Basic leave is increased on your Local Government start date following completion of 5 years continuous service in Local Government.

### Hours of Work

37 hours a week on a rota basis including evenings, week-ends, Bank Holidays and sleeping-in duties.

### Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council.

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

### Car User Allowance

If the duties of your post require you to use your car on authorised Council business then you will be reimbursed mileage costs at the Council's casual car user rate.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

### **Sleeping in Duties**

There will be a requirement to undertake 'sleeping in' duties and these and any overtime payments will be paid in accordance with the scheme of conditions of service.

### **Other Payments**

Other payments may be made for additional work, outstanding performance, temporary cover for senior staff and other special circumstances.

### **Smoking Policy**

The Council has a no smoking policy.

### **Medical Assessment**

Your employment will be subject to a satisfactory medical assessment. We may ask you to take a medical examination if the council's medical adviser feels it is necessary. Certain key members of staff are medically examined periodically. The council will pay for this.

### **Probationary Period**

**Six months** - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

### **Political Restrictions under the Local Government Housing Act 1989**

This post is not politically restricted under the Local Government and Housing Act 1989.

### **Period of Notice**

1 calendar month

### **Criminal Records Bureau**

**(The Rehabilitation of Offenders Act 1974)**

**The Criminal Records Bureau has been set up by the government to ensure safer recruitment practice to protect the vulnerable.** The Disclosure that will be required for this post is ***ENHANCED***

**Enhanced Disclosure** – issued to those who are applying for posts exempted under the Rehabilitation of Offenders Act 1974 and who will be working in positions which will involve regularly caring for, supervising, training or being in sole charge of persons under 18, or in positions which are specified in Regulations made under the Police Act as working with 'vulnerable adults'. This will reveal any spent and unspent convictions, cautions, warnings and reprimands held at a national level and information held on local police records. Plus for any person applying for a childcare positions, whether the person is on the list of those considered unfit to work with children/young people held by the Department for Education and Skills (DfES); and the Department of Health (DH) where contact may be with vulnerable adults.

## **Childcare Vouchers**

This scheme allows employees to purchase childcare vouchers from their salary and save on tax and national insurance contributions. The savings available are shown below:

		Annual savings based on monthly individual costs of				
		£50	£100	£150	£200	£217
Annual salary	£34k +	246	492	738	984	1067
	£10k - £33k	198	396	594	792	859

The vouchers are very flexible. You can use them to pay for a wide range of childcare in different places as long as it is provided through a registered provider.

# General Employment Information

## **Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation. Under this Act you have a right of access to information we hold about you. The application form is used for selection and monitoring purposes. If you are not appointed the form will be kept for a period of 12 months. The successful applicant's application form will form part of a Personal File, which will be kept securely by Slough Borough Council.

## **Disability Discrimination Act 1995**

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Disability Discrimination Act 1995 & 2005). Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview. To enable the scheme to operate, managers compiling shortlists will be informed when a candidate has a 'disability'.

### *Definition of Disability*

The definition of disability, as outlined in the Disability Discrimination Acts (DDA) 1995 & 2005 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Acts,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect day-to-day activities at work on a regular basis

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Some examples now covered by the DDA include: mental illness or mental health problems, learning disabilities, diabetes, epilepsy, cancer, HIV and Multiple Sclerosis.

## **Employment after Retirement Age**

The normal retirement age from the Council's service is 65 years. In consequence, your employment will end on the day before your 65th birthday. However, under the Employment Equality (Age) Regulations 2006 you can request the Council to consider the possibility of continuing your employment.

## **Equal Opportunities in Employment**

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In addition, applicants that are required to undertake a criminal disclosure will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974, unless the nature of the work demands this information.

Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to the offence(s).

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

### **Feedback**

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the interview panel.

### **Interview Expenses**

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

### **Medical Questionnaire**

Successful applicants will be required to complete a medical questionnaire and may be required to meet with our occupational health adviser if required.

### **Pre-Employment Screening**

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

### **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

### **References**

The references offered will be taken up. We also reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

### **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

## The Advertisement

# RESIDENTIAL CHILD CARE OFFICER

## £8.79 to £12.80 per hour inclusive

Our Children's Centres are an important part of our Children's Service providing short-term respite care for children and young people with a range of learning disabilities. Some of the children that use the service have associated physical and emotional difficulties.

By providing practical care and support within a stimulating environment, we aim to meet the individual needs of children and young people. Joining our established and dedicated staff team, you'll have experience of working with children and young people and the ability to communicate effectively.

Flexibility is key as you'll be required to work shifts plus weekends, bank holidays and sleeping-in duties. In return, we offer regular supervision and great training opportunities.

***Shortlisting and Interviews will take place on an 'as and when basis'.***

Apply for this job on-line at [www.slough.gov.uk/jobs](http://www.slough.gov.uk/jobs) where you can find details of how to apply, and an information pack for this job and all our vacancies. Alternatively email [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or call our 24 hour message line on 01753 875074 for a pack quoting reference number IB/01/920. Minicom service on 01753 875030.

***We value diversity.***

