The Highland Council

Job Description

Service:	Education and Learning	**Section:**	Education
Job Title:	Houseparent		
Grade and Salary:	HC05		
Location:	As Advertised		
Responsible to:	The Residence Officer		

Job Purpose:

To assist the Residence Officer/Assistant Residence Officer in the day to day organisation and delivery of residential services to school age young people in accordance with:
The Health and Social Care Standards
The Children (Scotland) Act 1995
SSSC Codes of Practice
Professional standards of childcare practice
Highland Council Policy

Key Duties and Responsibilities:

- To provide support and guidance to the young people and promote their educational achievement, emotional and social development, good physical and mental health and encourage them to reach their potential through the provision of a loving, caring and supportive environment.
- To encourage an ethos of mutual respect, promoting positive behaviour and adherence to the Residence Code of Conduct.
- To actively promote the safety and rights of all young people.
- To maintain written records as determined by the Residence Officer or Assistant Residence Officer that are pertinent to the care, welfare and safety of the young people.
- To promote and participate in regular reviews of Personal Profiles including the preparation and presentation of written documents when required, and to promote engagement in these from the young people, parents, and carers as appropriate and to undertake key working responsibilities for a group of young people within the unit.
- To undertake responsibility for staff and young people in the absence of the Residence Officer or Assistant Residence Officer
- To attend to personal and social needs of young people with additional needs in accordance with their Care Plan.
- To maintain consistent records of work carried out in accordance with Highland Council's policy with regard to data protection, GDPR and legislation pertaining to public access to information
- To actively promote and assist with recreational and leisure activities for young people within and outside the unit.
- To deal with minor medical care needs, administration of medicines, and maintain relevant records.
- To comply with Highland Council financial regulations.
- To escort young people to and from medical appointments, leisure activities and sporting events if required.
- To contribute to maintaining health and safety standards within the Residence, including Risk Assessments, fire safety and building security
- To undertake some general catering and domestic duties as

per the requirements of the unit and to assist with the servicing of residential group lets during school closure periods.

Other Duties:

- The post holder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.
- Be able to work a flexible shift pattern, this may include sleep-ins in the residence.

Health & Safety: Health and Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Be familiar with Violent Incident and Accident reporting procedures and comply with them
- Undertake a continual program of Risk Assessment in relation to their role within the Highland Council
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health and Safety Procedures.

Date: March 2022

The successful candidate will be required to register with The Scottish Social Services Council.
The successful candidate will be required to sleep in the residence at times.

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Person Specification

Service: Education And Learning

Job Title: Houseparent

Location: Ardnamurchan, Mallaig, Plockton, Portree or Ullapool

Essential Competencies

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. Experience of working with young people
2. A relevant qualification that is recognised by the Scottish Social Services Council or evidence of the ability to undertake the required training to SVQ level 3 **and** HNC in Social Care. First Aid Training, Elementary Food Hygiene and Child Protection Training are desirable.
3. Ability to work with young people in a residential setting.
4. Ability to communicate well with young people, adults and other agencies.
5. Knowledge of current childcare practice and child development theories.
6. Ability to keep records and write reports on young people.
7. Ability to work effectively as a member of a team.
8. Ability to maintain confidentiality and respect the privacy of young people and families.
9. Caring skills and attitudes that contribute to creating a nurturing and loving environment for young people.
10. Ability to respond calmly in an emergency
11. IT ability and good administrative skills.

The Highland Council's person specifications detail only the essential competencies required to carry out the duties of the post. Where more than one candidate meets all the essential competencies preference will be given to the candidate who best meets the weighted competencies.