



Dudley Lodge Safeguarding Children Services
Dudley Lodge Family Assessment Centre - 143 Warwick Road, Coventry, CV3 6AT
Bonner House – 172 Sellywood Road, Bournville, Birmingham, B30 1TJ

Job Description & Personal Specification	
Job Title:	Playroom Leader
Grade:	£25,733 - £33,144 (Scale 14-28)
Hours:	37.5 per week This role includes working weekends and bank holiday. The post also includes the on call rota and supervising of other staff.

Is the post exempt from the Rehabilitation of Offenders Act? Yes
Does the post require a DBS check? Yes

Our Commitment Statement

Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.

Dudley Lodge strive to provide an inclusive working environment and experience, where employees can bring their best, and authentic self to work. Where difference is recognised, respected, valued, and celebrated.

Our approach to inclusion and diversity is rooted in listening, learning and acting. This includes conducting ongoing listening forums across the company, the implementation of Inclusion & Diversity talking/support groups, workshops and training, good quality supervision, surveys and collaborative working parties. All with the core aim to receive honest feedback, reflect and continuously strive to be the best that we can be.

Introduction

Dudley Lodge is a UK registered non-profit making organisation established in 1895, we are one of the leading Family Assessment Centre's in England and Wales. The whole emphasis of our organisation is to safeguard children.

We have been conducting quality Family Assessments for over 25 years and now operate over two sites; Coventry & Birmingham. We undertake residential, community based and day assessments.

Our Purpose is to provide the Courts and other relevant parties concerned with the safeguarding of children, a range of high quality, independent assessments, interventions and services regarding referred parents/carers' abilities to keep children safe, and to assess their capacity and potential for promoting children's continuing wellbeing.

Our Vision is that within five years, we will be the preferred provider of a range of independent, high quality 'Safeguarding Children' services. These will include:- Family Assessment, Legal Protection, Preventative Services, Risk Assessment, Training & Education and other Specialist Services.



This is a significant range of operations and we will therefore priorities and develop those which we already offer and augment resources and skills which will enable us to respond to the needs of the communities we serve.

Purpose of Job

The primary focus of this job is to have main oversight of the playroom and Hub, taking ownership of the day-to-day running, ensuring it runs smoothly and efficiently and remains child-focused.

Benefits of working at Dudley Lodge:

- Shift patterns that make your commute calmer and quicker.
- Continuous training and professional development opportunities.
- Staff wellbeing events throughout the year
- Team building days
- Employee Assistance Programme – this is a scheme run by Dudley Lodge for its employees. It enables staff to gain access to qualified advisors for a wide range of services day or night.
- Health Shield - After 1 year's continuous employment, you can opt for free cover under this Cash Plan policy.
- Auto-enrolment to a pension scheme with Standard Life if earning £833 or more per month, Dudley Lodge contributes 5% towards your pension, also matching additional employee contributions up to 7.5%. The company will increase its contribution to 10% after an employee has reached their 10 years' service, on condition employees contribute the same.
- Life Assurance - Group Life Assurance Policy with Canada Life. The scheme provides a tax-free benefit to all permanent employees, paying a lump sum amount of 2 x salary in the event of death in service.
- Free tea, coffee, water and fruit for all staff
- Enhanced holidays:
 - 22 days plus 8 bank holidays – up to 5 years continuous employment
 - 27 days plus 8 bank holidays – up to 10 years continuous employment
 - 32 days plus 8 bank holidays – over 10 years continuous employment
- Flu Vaccine: For Staff that do not qualify for the flu vaccine through the NHS
- Bike (Cycle) Scheme: Staff can purchase a bike (max, £1000 or 50% of monthly contractual salary). The employee cycle loan request form should be completed for validation.
- Long Service Awards: We value our staff and to show recognition we offer long service award

Dudley Lodge is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.

We are an equal opportunities employer and welcome applications from all suitably qualified persons.

All posts are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and so are not subject to disclosure and should not be taken into account. Further information about this can be found on the DBS website or at Nacro.

This post is subject to medical clearance and an enhanced DBS disclosure.



Job Description:

Personal Skills & Characteristics

- Have a strong passion about the charity
- Excellent and effective written and verbal communication skills
- Motivated, hardworking and energetic
- Excellent organisational skills with great attention to detail
- Have a problem-solving approach to work with a 'can do attitude'
- Teamworking skills and a willingness to share knowledge and expertise to achieve common goals

Duties and Responsibilities

Children's Worker

Main Responsibilities:

- In conjunction with the Senior Management Team, to foster and develop a culture in the organisation in which the child remains the focus of all assessments conducted by the organisation.
- To actively carry out individual assessments of the children residing at the Centre, incorporating their stage of development, emotional and behavioural development and advising parents on how they can meet their children's ever-changing needs.
- To complete memory book work with each child living at the Centre. This will be child-focused and a transparent story of their time living at the Centre and descriptions of them as individuals.
- To complete individual work with the children residing at the Centre (where age appropriate), incorporating wishes and feelings and working closely with the allocated Team/Case Manager to ensure the child's needs are met.
- To complete regular checklists relating to the children and their relationship with their caregivers. Feedback and advice to be provided to the parents, in addition to feeding back relevant information to the allocated Team/Case Manager.
- To contribute to the Profile of the Child within the organisation's reports. Additionally, there will be a requirement to attend meetings to feedback the progress of the child if/when deemed appropriate.
- To observe and implement Child Protection Procedures and the Centre's policies and procedures.



Playroom Oversight

Main Responsibilities:

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- Have oversight of the day-to-day running of the playroom and Hub. A clear and structured timetable should be maintained, and consistency is provided for the children.
- To take responsibility in respect of the tidiness and cleanliness of the playroom and Hub room. The playroom and Hub room needs to be a safe and structured environment for all children with allocated areas for the different ages of the children to ensure their safety and well-being at all times.
- Inventories to be completed on a weekly basis with regards to the resources in the playroom. Unsafe toys and play equipment to be discarded and replaced in line with the playroom budget.
- A weekly timetable to be devised for all children. Sessions should be centred around the children and inclusive of parents when they are not attending their own groups.
- To ensure the playroom's allocated budget is adhered to. Expenditure should be authorised by a member of the senior management team and see a clear benefit to the purchase for the children.
- Provide training as needed by each centre to the staff team in respect of child development. To also induct new starters on childcare tasks and routines.
- To provide a service that values and respects the strengths, experiences and background of the families.
- To present as the leader of the playroom, offering advice and guidance to the staff team in relation to the day-to-day running and allocating them with appropriate roles.
- To plan and prioritise workload effectively within established timeframes and ensure that all written recordings meet required deadlines.
- To work as part of a team to provide a culturally sensitive service for children and their families.
- To monitor and evaluate the quality of interventions pertinent to the playroom to ensure standards of excellence are maintained.
- To oversee the Hub, establishing and revamping Hub work plans and sessions, ensuring all staff are confident and competent in following and carrying out the Hub programme.
- To audit the Hub work plans for each family and to follow up on outstanding work with the staff,



keeping the senior management updated on any issues.

- To oversee the day-to-day running of the Hub.
- At times, you may be expected to fill in for Senior Family Assessment Workers in carrying out Group programmes of work.
- To supervise a team of staff, offering monthly supervisions, performance reviews, monitoring and support.

Family Assessment Work

Main Responsibilities:

1. To ensure the safety and welfare of children remains central to the assessment/intervention process.
2. To take an active part in the assessment process regarding children and families - to observe, supervise, record and assess family interaction, child behaviour, parental motivation and parental ability to meet the needs of the child(ren).
3. To take an active part within team meetings in reviewing and developing the practices and provision within, and resources available to, the centre.
4. To use common sense and sensitivity in challenging and teaching parenting practices and provide structured feedback to parents.
5. To liaise with managers, and source other agencies/resources as appropriate.
6. To promote and maintain equal opportunities and anti-oppressive practice within the work environment.
7. To participate fully in training and supervision, identifying training courses relevant to role and personal development.
8. To be aware of health and safety responsibilities at work.
9. If you have observed a specific incident, to provide evidence in court, if required.
10. To undertake other duties as identified by the Centre & Service Managers and Team Case Managers.
11. To supervise a team of staff.



12. On call responsibilities with the oversight of management.

Title of post to which this job normally reports:

Senior Management.

Supervision

Supervising Officer Job Title: - Formal supervision will be provided by the Senior Management.

Number and type of staff to be supervised:

Special Conditions:

The post holder will be required to work weekends and Bank holidays on a rotated basis

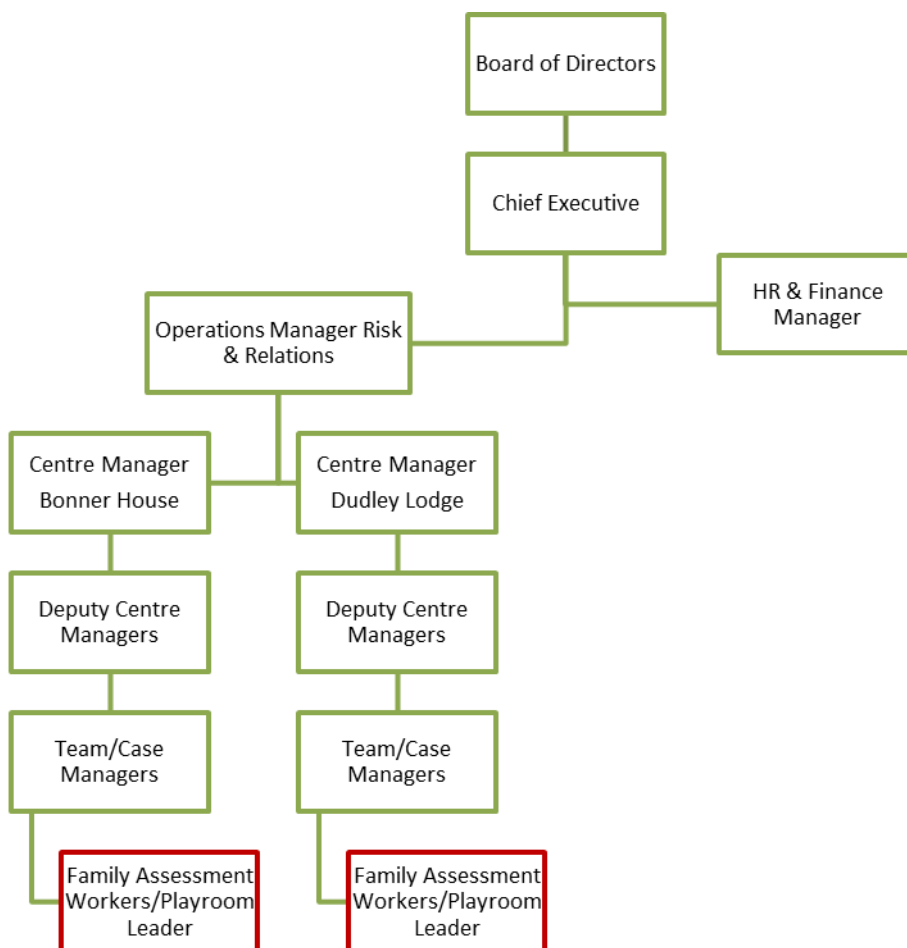
All staff members are expected to work in a flexible way to cope with the needs, demands and requirements of the organisation. This may mean working from both Centres, (Coventry & Birmingham) and covering shifts.

Use of personal phones/cameras are restricted to certain areas of the building

Observance of the Centre's Equal Opportunities Policy will be required, and to work at all times in accordance with all the Centre's policies and procedures

Failure by a member of staff to report actual or suspected physical or sexual abuse of a child by another member of staff or other person having contact with the child may constitute a disciplinary offence.

Organisational Chart





Centre Addresses:
Dudley Lodge Family Assessment Centre
143 Warwick Road, Coventry, West Midlands CV3 6AT
Bonner House Family Assessment Centre
172 Sellywood Road, Bournville, Birmingham B30 1TJ

Tel: +44 (0) 2476 50 28 00

Website: www.dudleylodge.co.uk
Email: safeguarding@dudleylodge.co.uk

	Essential	Desirable	How Identified
Qualifications/ Training	A minimum of a NVQ Level 3 pertinent to working with children and families Demonstrable commitment to undertake training to the level required by Dudley Lodge		Application Form
Skills/Abilities	Demonstrable experience of continuously monitoring, developing and improving the function of a childcare setting. Ability to respond to unforeseen circumstances with confidence and placing the child's needs above all others Effective leadership and motivation Can respond to safeguarding concerns and follow appropriate statutory guidelines to ensure the best decisions are made for the child Demonstrates an ability to work with a diverse team Can multi-task and prioritise workloads taking into consideration the needs of the Centre Excellent verbal and written skills	Has previous experience of family assessments Has worked within a residential setting	Interview Process Application Form
Knowledge	Knowledge of child development, statutory responsibilities and assessment frameworks.	Sound knowledge base in respect of parent and child relationships Has knowledge on child development	Interview Process Application Form
Experience	Previously worked within a childcare setting and/or with families Experience of working with children and responding to their needs	Has experience of working with children involved in child protection	Interview Process Application Form



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	individually Has previously completed life story work/memory book work with children and families and direct/ individual work with children		
Equal Opportunities	Demonstration commitment to implementing equality of opportunity and for working within Dudley Lodge Equal opportunity Policies		Application Form Interview Process
Other:		Driving licence	Application Form