Job Description: Shift Leader

Responsible to: Head of Care/Deputy Manager

Responsible for: Residential Care Team

Purpose of the job: Leading a team of staff providing care & support to residential students aged 4 to 25 years

KEY RESPONSIBILITIES

1. To lead a team of residential care staff in providing high quality care for children and young people.

2. Ensure a caring and nurturing environment is provided and maintained for children and young people

3. Support the residential care team in providing the highest level of care, following individual placement plans carefully which promotes development and positive outcomes for children and young people.

4. To ensure that risk assessments are followed, maintained, and reviewed by the residential care team.

5. Promote the social and emotional wellbeing & development of children and young people and to consistently strive to further develop these skills.

6. Support in any safeguarding issues or allegations whilst on duty and liaise with external professionals as required by Academy policy and statutory guidance.

7. Support the Deputy Manager in ensuring that all residential care staff complete their role and responsibilities to a high standard.

8. With support from the Deputy Manager, undertake regular staff supervision which is reflective and of a high standard.

9. In the event of staff sickness or absence support the Deputy Manager by, ensuring adequate cover is obtained, and assist in the management of sickness levels as required.

10. Ensure that an enriching environment is provided that uses day to day activities to support student development of independence and social and emotional skills.

11. Act as a positive role model to the staff team by supporting with any incidents or issues involving the well-being, safeguarding or behaviour of students.

12. Promote a caring and nurturing environment which allows children and young people to feel safe, cared for and supports them to thrive.

13. Ensure that all daily Health and Safety aspects to the care environment is carried out such as duty rota's, fire checks, first aid box checks, accident books, risk assessments, vehicle checks.

14. Ensure that effective contact with Parents, other professionals and Academy Staff is maintained.

15. Undertake any administrative tasks linked to the care of students e.g. keeping appropriate records, making reports as required.

16. Keep up to date with Academy Policies, regulations, and legislation relevant to the care of students e.g. Child and Vulnerable Adult Protection and Ofsted NMS.

17. Ensure that the medical and physical needs of students are met. Monitoring the medication given and records kept.

18. Promote a BSL environment where staff sign at all times when in public areas that may be accessible by Deaf staff or students.

19. Support the Deputy Manager, Head of Care and Safeguarding Team by ensuring that immediate actions are identified and carried out in relation to any safeguarding or behavioural concerns.

20. Support the team by identifying and allowing opportunities for independent living skills work to be completed.

21. Arrange and supervise the transport requirements of students.

22. Assist the Head of Care and Deputy Manager with the Academy strategic plan to enhance the care provision.

23. Ensure effective communication with line managers.

OTHER DUTIES:

1. To be responsible for the health and safety of self and others.

2. Providing cover in other areas as required.

3. To make secure all buildings on leaving the site

4. To carry out any other appropriate duties requested by the Head of Care or Deputy Managers.

5. To be responsible for promoting and safeguarding the welfare of all students in your care (or come into contact with) in accordance with the Academy's Child and Vulnerable Adult Protection Policy & Procedures.

Person Specification: Shift Leader

Criteria	Essential	Desirable
KNOWLEDGE & QUALIFICATIONS		
NVQ level 3 in Care, or equivalent level of experience and commitment to achieve this qualification in 18 months	✓	
NVQ level 5 in Care (if not held, the successful candidate must commit to achieve this within 3 years)		✓
Current First aid at work qualification (if not held, the successful candidate must commit to achieve this within 1 year)		✓
Level 3 qualification in British Sign Language (if not held, the successful candidate must commit to achieve this within 3 years)		✓
Qualification in safeguarding	✓	
Knowledge of IT including use of e-mail, the internet and keeping electronic records	✓	
Recognised qualification or training in behaviour management	✓	
EXPERIENCE		
Experience of supervising staff to ensure that high quality care is provided to our children and young adults.		✓
Experience of working with young people who may also have additional needs including challenging behaviour and mental health issues.	✓	
Planning & co-ordinating activities that enrich and develop children and adults in conjunction with others	✓	
Working within a residential care environment	✓	
Experience of multiagency care planning/development planning for people and an understanding of person-centred planning	✓	
Evidence of successfully implementing independent living initiatives for young people.	✓	
SKILLS AND ABILITIES		
Ability to use own initiative and exercise sound judgement	✓	
Good communicator with excellent inter-personal skills	✓	
Ability to deal with sensitive and confidential information whilst ensuring that essential information is shared to the appropriate people.	✓	
Ability to work across a varying age range of students	✓	
Proven of experience of effectively managing student behaviour and well-being.	✓	
Ability to monitor and report back on children and young people's behaviour	✓	
PERSONAL QUALITIES		
Desire to work with young people, provide high quality care and achieve positive outcomes.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with staff, children and young people	✓	
Ability to work within a total communication environment	✓	
Commitment to the organisation and to support and implement change to improve service standards	✓	