

**Directorate:** Children, Young People and Education  
**Unit/Section:** Children Short Break Service  
**Grade:** KR8  
**Responsible to:** Registered Manager

**Purpose of the Job:**

To lead shifts and work as a member of a team, providing a nurturing and safe environment which promotes the emotional and physical wellbeing of the children and young people with disabilities who access overnight short breaks.

**Main duties and responsibilities:**

- To lead a shift providing day to day care, while meeting the needs of the children / young people resident in the unit.
- To support and assist children and young people with their personal care needs.
- Contribute to the assessment of the individual needs of the children/ young people and the development of constructive and detailed Care Plans ensuring that these are carried out.
- Promote equality for all individuals which recognises and encourages anti-discriminatory behaviour, children and young people's rights, choices, personal beliefs and identity, always behave in a professional manner according to the Kent Code of Practice.
- Keep up to date with and help ensure compliance with the Directorate's policies and procedures.
- To be willing to undertake training in medication management and keep competencies up to date. Ensuring the medication for children is given to the child in compliance with our standard operating procedures.
- Participate fully in Team meetings, training and development and the supervision & appraisal process.
- Support children to express their views, wishes and feelings about the service and ensure this is communicated to the team.
- Assist in the accurate recording of children's daily reports and other associated documentation in line with unit procedures.
- Liaise closely with other colleagues and professionals to ensure effective service delivery.

- Ensure adequate and appropriate staffing cover in the absence of the Registered Manager during out of hours.
- Keep up to date with developments in Children's Homes Regulations 2015, Care Standards Act 2004 and Ofsted Quality Standards for Children's Homes.
- Advise management of any health and safety risks that are likely to adversely affect the smooth running of the unit and care of the children.
- Participate in training and assist the Registered Manager in promoting and developing good practice with a view to future professional development. To undertake professional supervision of other staff.
- Take responsibility for the day-to-day maintenance and housekeeping of the unit in the absence of the Registered Manager, ensuring and promoting a welcoming environment.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Shift Leader*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level in English and Maths.</li> <li>• Level 3/4 Diploma in Children and Young People's Workforce or equivalent, or be willing to work towards this.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience working with children and young people with disabilities.</li> <li>• Experience of leading a small staff team on shift.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to relate theory to practice.</li> <li>• Ability to recognise the needs of a child as paramount.</li> <li>• Ability to lead a staff team and role model good practice.</li> <li>• Ability to use initiative.</li> <li>• Able to communicate effectively at all levels.</li> <li>• Ability to write reports and maintain records accurately.</li> <li>• Ability to prioritise, organise self and others.</li> <li>• Ability to plan and deliver a range of social recreational activities, both community and centre based.</li> </ul>
<b>KNOWLEDGE</b>	<p><b><u>Understanding of:</u></b></p> <ul style="list-style-type: none"> <li>• Children Act 1989 &amp; 2004</li> <li>• Children's Homes Regulations 2015 &amp; Quality Standards</li> <li>• Theoretical understanding of child development</li> <li>• Understanding of separation and loss</li> <li>• Comprehensive knowledge of Health and Safety</li> <li>• Knowledge of the supervision process</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>