

Kent County Council
Job Description: *Shift Leader*

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 accessing overnight residential short breaks. To promote the emotional and physical well-being of children with learning disabilities and/or Autism within appropriate boundaries.

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.
- Work as part of a rota shift pattern, which includes “sleep in” shifts to aid the sound operational delivery of the service.
- 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.
- Participate fully in team meetings, training and development and the supervision and appraisal process.
- 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.
- 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.

- To actively work alongside the young people during periods of behaviour's that challenge whilst following the young person behaviour plan. Following appropriate behaviour support techniques.

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*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to GCSE level in English and Maths • Level 3 Diploma in Residential childcare or equivalent / Level 4 Diploma in Residential childcare or equivalent, or willing to work towards this
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience working with disabled children and young people • Experience of leading a small staff team on shift
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to relate theory to practice • Ability to recognise the needs of a child as paramount • Ability to lead a staff team and role model good practice • Ability to use initiative • Able to communicate effectively at all levels • Ability to write reports and maintain records accurately • Ability to prioritise, organise self and others • Ability to plan and deliver a range of social recreational activities, both community and centre based
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of: Children Act 1989 & 2004 Children's Homes Regulations 2015 and Quality Standards Theoretical understanding of child development Separation and loss Mental Capacity Act 2005 • Comprehensive knowledge of children's legislation • Comprehensive knowledge of Health and Safety • Knowledge of the supervision process
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Initiative • Flexibility • Patience • Self-awareness • Commitment • Empathy • Positive Outlook • Reliable
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Externally Focused - Residents, families and communities at the heart of decision making

Flexible/agile - willing to take (calculated) risks

Empowering - Our people take accountability for their decisions and actions

Curious - constantly learning and evolving