

**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.

**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.
- 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 his/her 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>   |
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| <b>QUALIFICATIONS</b>                      | <p>Educated to GCSE level in English and Maths.</p> <p>Level 3/4 Diploma in Residential childcare or equivalent, or be willing to work towards this.</p>  |
| <b>EXPERIENCE</b>                          | <p>Proven experience working with disabled children and young people.</p> <p>Experience of leading a small staff team on shift.</p>   |
| <b>SKILLS AND ABILITIES</b>                | <p>Ability to relate theory to practice.</p> <p>Ability to recognise the needs of a child as paramount.</p> <p>Ability to lead a staff team and role model good practice.</p> <p>Ability to use initiative.</p> <p>Able to communicate effectively at all levels.</p> <p>Ability to write reports and maintain records accurately.</p> <p>Ability to prioritise, organise self and others.</p> <p>Ability to plan and deliver a range of social recreational activities, both community and centre based.</p> |
| <b>KNOWLEDGE</b>                           | <p>Understanding of:</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>   |

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|  | <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> |
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