

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.

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	<p>Educated to GCSE level in English and Maths.</p> <p>Level 3/4 Diploma in Children and Young People's Workforce or equivalent, or be willing to work towards this.</p>
EXPERIENCE	<p>Proven experience working with children and young people with disabilities.</p> <p>Experience of leading a small staff team on shift.</p>
SKILLS AND ABILITIES	<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>
KNOWLEDGE	<p>Understanding of:</p> <ul style="list-style-type: none"> • Children Act 1989 & 2004 • Children's Homes Regulations 2015 & Quality Standards • Theoretical understanding of child development • Understanding of separation and loss • Comprehensive knowledge of Health and Safety • Knowledge of the supervision process
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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people</p>

that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

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

Empowering - Our people take accountability for their decisions and actions

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