Directorate: **Children, Young People and Education**

Unit/Section: **Children's Short Break Unit**

Grade: **KR7**

Responsible to: **Shift Leader**

Purpose of the Job:

Work as a member of a team providing a nurturing, stimulating and safe environment which will promote the emotional and physical well-being of children with learning disabilities within appropriate boundaries.

Main duties and responsibilities:

- Have responsibility for the day-to-day care of the children accessing short breaks, under the direction of the Shift Leader in line with Directorate Policy and Children's Homes Regulations 2015 including the Quality Standards.

- Support children to express their views, wishes and feelings, ensuring their voices are heard.

- Keep up to date with National and Directorate policies and procedures, ensuring robust compliance in accordance with Ofsted regulations.

- Observe and record accurately the development and progress of children during their stay, completing daily records and logs.

- Report back to the Shift Leader all relevant information, observations and any safeguarding concerns raised during the shift.

- Work closely with individual children in line with their care plans & unit policies.

- Assist in the general domestic duties within the unit which could include laundry, preparing meals and other tasks, as directed by the Shift Leader.

- Work in partnership with other team members to ensure the smooth running of the shift where children are provided with stimulating and meaningful experiences, including opportunities for learning and achievement.

- Attend regularly and participate fully in supervision, team meetings and the appraisal process.

- Advise management of health and safety issues likely to affect the smooth running of the unit and the care of the children.

- Actively participate in ongoing training and apply learnt knowledge to support best practice within the unit.

- Promote equality for all individuals which recognises and encourages anti-discriminatory behaviour, children's rights, choices, personal beliefs and identity.

- Adhere to the Kent Code of Practice at all times.

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.

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	Educated to GCSE level or equivalent in English and Mathematics, Level 3 Diploma in Residential Childcare or equivalent.
EXPERIENCE	Direct work with children with learning disabilities and proven experience.
SKILLS AND ABILITIES	Ability to relate theory to practice Ability to recognise the needs of a child as paramount Ability to work as part of a team Ability to use initiative Accuracy in report writing and effective communication skills Ability to plan and deliver a range of social, recreational activities, both community and unit based.
KNOWLEDGE	Understanding of: Children's Act 1989 & 2004 Children's Homes Regulations 2015 & Quality Standards Theoretical understanding of child development. Understanding of separation and loss. Comprehensive knowledge of children's legislation. Comprehensive knowledge of Health and Safety. Knowledge of the supervision process.
PERSONAL QUALITIES	Initiative. Health appropriate with the needs of the role. Flexibility. Patience. Self awareness. Commitment. Empathy. Positive Outlook Reliable.
BEHAVIOURS AND KENT VALUES	**Kent Values:** ● **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**