

Kent County Council  
Job Description: *Shift Leader*

**Directorate:** Children, Young People and Education  
**Unit/Section:** Children's Short Break Unit  
**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.
- 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>
<b>QUALIFICATIONS</b>	<p>Educated to GCSE level in English and Maths.</p> <p>Level 3 Diploma in Residential childcare or equivalent.</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>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>

## **BEHAVIOURS**

<b>TRUTH &amp; JUDGEMENT</b>	<ul style="list-style-type: none"><li>• Be accountable, make a decision and stand by it.</li></ul>
<b>CONVERSATION &amp; COMPASSION</b>	<ul style="list-style-type: none"><li>• Encourage free-flowing conversation, pick up the phone or go and speak to a colleague</li><li>• Listen carefully and act on what is being said – use clear language</li></ul>
<b>EMPOWERMENT &amp; ENTERPRISE</b>	<ul style="list-style-type: none"><li>• Delegate and trust staff to deliver, encourage others to succeed and help if needed</li><li>• Value staff contributions, recognise skills, develop people and the business</li><li>• Have a 'can do' attitude, be positive, deal with things here and now</li></ul>
<b>PEOPLE &amp; PARTNERSHIP</b>	<ul style="list-style-type: none"><li>• Be customer-focused</li><li>• Co-operate with partners and colleagues to achieve common goals</li></ul>
<b>CHARACTER &amp; COURAGE</b>	<ul style="list-style-type: none"><li>• Be strong even in difficult situations - hold your nerve and stay positive</li><li>• Have the self-belief to see problems through to achieve the end goal</li><li>• Work to find positive solutions, be Creative</li></ul>
<b>OUTCOMES &amp; DELIVERY</b>	<ul style="list-style-type: none"><li>• Share knowledge of best practice, learning from things that have not worked so well</li><li>• Understand the priorities and work within the agreed timescales</li><li>• Look for opportunities to deliver services and developments through joint working</li></ul>
<b>RADICALISM &amp; URGENCY</b>	<ul style="list-style-type: none"><li>• Challenge the status quo, adapt to change</li></ul>

	<ul style="list-style-type: none"><li>• Help people move forward with ideas</li></ul>
<b>TOOLS &amp; PROFESSIONALISM</b>	<ul style="list-style-type: none"><li>• Speak and act professionally at all times</li><li>• Ensure that your knowledge and skills are kept up to date</li></ul>