

Directorate: Adult Social Care and Health
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: *Permanent Relief 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	Educated to GCSE level in English and Maths Level 3 Diploma in Residential Childcare or equivalent
EXPERIENCE	Proven experience working with disabled children and young people Experience of leading a small staff team on shift
SKILLS AND ABILITIES	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	Understanding of: <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
BEHAVIOURS AND KENT VALUES	Kent Values: Open Invite Contribution and Challenge Accountable