ST. ELIZABETH’S CENTRE

**Much Hadham, Hertfordshire, SG10 6EW**

# JOB TITLE Night Care Assistant

**LOCATION St Elizabeth’s School and Children’s Home**

**RESPONSIBLE TO Night Shift Coordinator**

**ACCOUNTABLE TO Childcare Manager**

St Elizabeth’s Centre includes a Residential Special School and Children’s Home providing care and education for children and young people with moderate to severe learning disabilities and associated complex needs. We offer a specialism in Epilepsy. St Elizabeth’s School and Children’s Home provides learning opportunities throughout the waking day.

The post holder will be expected to behave in accordance with St Elizabeth’s values, the Staff Code of Conduct, legal requirements and all of St Elizabeth’s policies at all times.

All staff are expected to carry out their duties in line with the Mission and Ethos of St Elizabeth’s which promotes the independence and personal dignity of all young people.

All staff have a shared responsibility for **safeguarding** children and young people. As St Elizabeth’s Home and College are on the same campus, this includes vulnerable adults as well as young people

Safeguarding **means** promoting welfare **and** protecting from harm or abuse.

*Night Care Assistants will work a cross both night monitoring rooms in the Children’s Home and will normally be based in the School and Children’s Home but may be occasionally allocated anywhere within St Elizabeth’s Centre, at the request of the Registered Manager or member of CMT, at our main site based in Perry Green.*

## Scope of the Job

To work towards an outstanding service for children and young people.

The role of Night Care Assistant is to support and, as required, assist children and young people in all aspects of their day to day life, leisure and learning, particularly between the hours of 8pm – 7.30pm. This will include:

* Personal care
* Emotional; wellbeing and Physical Well being
* Emotional, Spiritual / Cultural needs
* Administration Tasks
* Health, Safety and Risk Management
* Support learning at all times

The post holder will assist the Night Shift Coordinators and the Children’s Home Management Team in providing the varied residential services for children and young people. The post holder will strive to meet the needs of the children and young people in their care with respect for their individual rights and personal dignity.

As part of a team, the Night Care Assistant will contribute towards creating a safe, caring, consistent and youthful environment in which growth and independence are encouraged and nurtured. The Night Care Assistant will encourage individuals to achieve their full potential and live life to the full.

The post holder will develop an understanding of good care principles and values such as confidentiality, anti-discriminatory practice and the rights of individuals to personal beliefs, identity and choice. These values should be reflected in everyday work practices and encouraged in colleagues.

The Night Care Assistant is responsible to the Night Shift Coordinators and must keep these people informed about any relevant issues arising concerning the children, young people and staff.

The Night Care Assistant is to be familiar with and adhere to St Elizabeth’s School/Children’s Home and Centre policies and procedures.

The Night Care Assistant will work as part of a team in delivering Care and Learning Experiences that meet and / or exceed Children’s Home Regulations 2015 and Quality Standards 2015.

The post holder will be aware of legislation and processes for children and young people who are “Looked After” and ensure that all necessary support and documentation is in place.

This post requires the post holder to be able to work a rotating pattern of waking night shifts including weekends and bank holidays.

**KEY ASPECTS OF THE JOB**

**Personal Care and Daily Living Activities**

1. To provide the children and young people with an appropriate amount of support and guidance in relation to all aspects of personal care and daily living skills whilst promoting as much independence as possible. This may include physically supporting during activities such as bathing, showering, dressing, undressing, using the toilet, hair care, dental care, nail care etc.
2. Staff may need to assist with personal hygiene at times of menstruation.
3. To work alongside families / carers and social workers to ensure that appropriate clothing, toiletries, products and accessories are available.
4. To ensure clothes are labelled and washed appropriately, encouraging the young person to be as independent as possible.
5. To contribute towards the upkeep, cleaning and maintenance of the residential houses and their contents. This incorporates general domestic tasks and care of furnishings and equipment.
6. To assist young people to take care of personal belongings such as mobile phones, I Pads, I Pods, and DVD players etc.

**Day / Evening Social, Learning and Sporting activities (includes supporting aspects of the curriculum).**

1. To provide appropriate learning experiences throughout the waking day and night. To be part of a team that delivers a quality Independent Living Skills programme to children and young people and ensuring that assessments and progress reports are complete, accurate and thorough. As part of this, support children and young people to gain accreditation for their achievements.
2. To use initiative in providing purposeful play and occupational pastimes during out of school hours.
3. To contribute towards the development of appropriate Individual Night Care Plans and Learning Plans, Risk Assessments, Behaviour Support Plans, Independent Living Skills Assessments and ensure that these are implemented throughout the waking day and night
4. Encourage peer interactions and engagement in meaningful activities.
5. To act as a positive role model to young people with particular regards to social interactions.

**Emotional Support and Physical Well Being**

1. To be familiar and act in accordance with individual care plans, health plans, learning plans, therapy plans, risk assessments, behaviour support plans to provide each young person within a holistic model of support.
2. To accompany the children and young people on hospital admissions.
3. To work alongside the St Elizabeth’s Psychology Team in supporting and empowering young people to manage their behaviour presentations and promote safe behaviours.
4. To contribute to the prevention and management of challenging behaviours in a non-confrontational, non-judgemental manner, using a consistent approach and following integrated behaviour management support plans.
5. To provide a response when extra staff are needed to support children and young people. Staff would be expected to hold a bleep radio on some shifts and support the duty manager to respond to emergencies or a breakdown in a young person’s behaviour.
6. To take an active part in reflective debriefs allowing an honest transparent discussion regarding a variety of incidents.
7. Report any concerns to line manager immediately.
8. Assist children and young people to maintain contact with family and friends by a variety of methods: email, letter, postcard, telephone, Skype etc.

**Spiritual, Moral, Social and Cultural Needs**

1. Ensure awareness of an individual’s spiritual needs and wishes.
2. Be aware of cultural identity and any specific needs/wishes in relation to an individual’s culture, eg food and personal care preferences.
3. Encourage individuals to talk about and share with others their personal wishes in relation to their spiritual and cultural needs/wishes.
4. Request pastoral support visits where applicable.

**Administration/Miscellaneous Tasks**

1. To accept responsibility for the delegated day-to-day administrative/operational tasks within the Children’s Home/Residential School service as reasonably required. To undertake associated record keeping as necessary including:

Night reports and Message Books

Independent Living Skills Documentation

Individual Night Care Plans

Seizure descriptions and other medical considerations

Behaviour Support Plans

Communication with families / carers

Incident and Accident Records

Behaviour Incident Reporting

1. To maintain accurate, legible and complete records relating to individual young people including daily records.
2. As part of a team, to ensure that Care Plans are up to date, appropriate and meets the individual’s needs. To ensure that care practice is of a high standard in accordance with all school and children’s home policies.

**Health, Safety and Risk Management**

1. To be familiar with St Elizabeth’s Health and Safety and Risk Assessment policies and procedures guidance and training and ensure that they are adhered to.
2. To ensure the safety and wellbeing of children and young people. To be fully aware of Safeguarding issues and procedures and enact them when necessary in line with policy and Hertfordshire Safeguarding Children Board procedures. .
3. To assist administer prescribed medication, always within procedures set out in policy and with appropriate training.
4. To ensure that all Behaviour Incident reports, Accident/Incident/Injury reports are completed in an accurate and timely manner.
5. To report any concerns re. Health and Safety to the Line Manager without delay.
6. The post holder is expected to take responsibility for managing their own health and safety compliance and cooperate with actions to achieve safe working practices.
7. To adhere to policy and procedures for infection control, personal hygiene and food safety and use personal protective equipment as provided.

**Working Together**

1. To liaise and work together with other team members, the multi disciplinary team (nurses, teachers and therapists) and external agencies when appropriate to ensure that all needs of children and young people are met.
2. To attend and participate in staff meetings, ensuring the time allocated is used to its fullest advantage. To ensure actions which are agreed are recorded in the minutes and adhered to
3. To communicate with families and carers as appropriate regarding the welfare of their child. Forge positive working relationships with families.
4. To contribute positively to the effectiveness and efficiency of the wider service provided in the School and Children’s Home as may reasonably be required.
5. To establish positive and professional working relationships with others, including young people, colleagues (both within the team and from other teams/services/ professions) and external contacts, presenting a professional image of St Elizabeth’s to others at all times.

**General**

The post is classed as having a high degree of contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an **enhanced DBS disclosure.**

The post holder will be expected to work a rotating pattern of waking night shifts including weekends and bank holidays.

To fully participate in St Elizabeth’s staff appraisal and supervision processes.

To undertake all training deemed necessary for the role and keep all essential training up to date. This includes MAPA ‘positive handling’ strategies training which includes physical interventions which require a level of physical health.

To maintain confidentiality and comply with data protection policy and legislation.

The post holder will be expected to drive St Elizabeth’s vehicle if you are qualified to do so.

The appointment is subject to completing a declaration of health, which may lead to a full medical examination upon request.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The post holder will be consulted by the CEO and/or the Registered Childcare Manager before major changes to duties and responsibilities. Reasonable notice will be given before such changes are implemented.

The post holder will be expected to work flexibly in order to meet the needs of the service, such as is commensurate with the grade.

**I have read and understood the job description and person specification for the role of Night Care Assistant (Children).**

Sign: ................................. Print Name: ......................................... Date: .........................