ST. ELIZABETH’S CENTRE

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

# JOB TITLE Child Care Shift Leader

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

**RESPONSIBLE TO Childcare Team Leader**

**ACCOUNTABLE TO Registered Child Care Manager**

## Scope of the Job

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

Working under the direction of the Team Leader and Assistant Registered Manager, to be responsible for the identified shifts on named houses in the absence of the Team Leader and Assistant Registered Manager, ensuring:

* compliance with all relevant legislation and statutory regulations.
* a high quality care and support to children and young people based upon their individual needs as documented in their person centred care and support plans, risk assessments and St Elizabeth’s values and standards.
* encouragement of individual young people to achieve their potential and live life to the full.
* a safe, caring, consistent and youthful environment in which growth and independence are encouraged and nurtured.
* the safety and wellbeing of all young people including safeguarding and child protection.
* shifts are planned and led in an organised manner

On identified shifts, to lead a designated residential care team who deliver care and support to young people in various aspects of their day to day life, including: Learning/ Leisure/Activities, Daily Living; Personal Care; Education; Emotional, Spiritual and Cultural needs; Management of Finances; Health, Safety and Risk Management.

The post holder will support the 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.

The post holder will have responsibility as a Key worker and demonstrate 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 Shift Leader is responsible to the Lead Childcare Worker and Assistant Registered Manager and must keep these people informed about any relevant issues arising concerning the children, young people and staff on their House.

The Shift Leader is to be familiar with and adhere to St. Elizabeth’s School, Children’s Home and Centre policies and procedures.

The Shift Leader will lead staff on identified shifts in delivering Care and Learning Experiences that meet and / or exceed the Quality Standards and the Children’s Homes Regulations 2015.

Each Shift Leader is allocated a specific area of work and responsibility relating to a group of young people (living in named residential houses) with the associated staff team. There are three Shift Leaders in every bungalow, and one will take the lead responsibility for each shift.

From time to time, the postholder may be expected to change group and will also need to work flexibly across the service provision (comprising the School, Children’s Home, Adult Services and on-site College) according to service needs at the request of the Registered Manager or a member of SLT.

**KEY ASPECTS OF THE JOB**

**Care and Support**

To ensure each young person receives care and support in line with their individual care & support plan, placement plan and individual risk assessment.

Ensure the team provide written documentation of care provided as applicable.

**1. Daily living support:** To foster a homely and nurturing environment with high standards of cleanliness and housekeeping, and promote daily routines providing structure and consistency for young people. To ensure young people are encouraged and supported to take part in household tasks in line with abilities and risk assessments.

To assist / carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of the young person.

**2. To deliver care including personal care:** To ensure individuals person centred plans are consistently applied, encouraging independence and choice. This includes assistance with personal and intimate care as required for individual young people according to the dependency of the individual requiring support.

To ensure systems are followed for any changes in the needs of an individual young person to be reported to the senior staff member on duty promptly and to act upon reports received. Ensure all health concerns are reported to the Nursing team.

To ensure suitable staff attend hospital as required when young people are admitted, to ensure they are supported in their comfort, safety and wellbeing.

**3. Medication:** To ensure medication is administered to individual young people (following training) in line with St Elizabeth’s medication policy, to include emergency medication after an epileptic seizure. This includes personally administering medication after training.

**4. Spiritual, Moral, Social and Cultural Needs:** To ensure staff communicate effectively with young people, encouraging young people to interact and engage in meaningful activities. To ensure staff are aware of the cultural identity and any specific needs/wishes in relation to an individual’s culture, e.g dietary preferences.

To ensure staff assist individual young people to keep in touch with family and friends by a variety of methods e.g phone calls and birthday cards.

To ensure staff contribute effectively to the prevention and management of challenging behaviours in a non-confrontational, non-judgemental manner, using a consistent approach and following behaviour management guidelines.

**5. Support during leisure and learning activities:** To ensure young people are accompanied and assisted in accessing the local community and attending their chosen leisure and learning activities in line with their care and learning plans. To accompany young people on outings and holidays as required as the leader of the group.

**6. Support with Managing Finances:** To ensure staff assist individual young people to keep their personal money safe and support young people with visits to the bank/building society, or do this on behalf of an individual if required, ensuring compliance with St Elizabeth’s financial procedures at all times.

**7. Health, Safety and Risk management:** To ensure all staff work safely and in line with St Elizabeth’s health and safety policy, guidance and training, following risk assessments, at all times.

To ensure systems are followed for the reporting of all incidents and near misses through Datix and/or St Elizabeth’s incident reporting system as appropriate in a timely manner, and for reporting any safety hazards/concerns to the line manager without delay and for acting upon these appropriately.

Ensure that infection control practices are followed at all times.

To adhere to policy and procedures for infection control, personal hygiene and food safety and Use Personal Protective Equipment as provided.

**8. Safeguarding:** To ensure any safeguarding concerns and/or child protection issues are reported immediately using St Elizabeth’s procedure for reporting Safeguarding concerns and that these are acted upon appropriately.

**Leadership and Management**

1.Provide a positive role model and leadership to the staff team on identified shifts.

2. Assist the Management team in ensuring staff (new staff, those promoted/changing roles and all others, plus agency) are properly supported and mentored to carry out authorised duties safely and effectively.

3. To provide staff with direction and guidance on identified shifts; to monitor service delivery and staff performance, and to provide feedback to staff in order to ensure compliance and to promote and recognise excellence.

4. Ensure that staff conduct and performance is in line with the expected standards of St Elizabeth’s. Raise with your manager any issues of concern regarding staff, including misconduct, performance in relation to capability, ill health or grievance procedures in a timely manner.

**Health and Safety**

1. Ensure all accidents, incidents and near misses are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary, and ensure any statutory accident reports (RIDDOR) are made in accordance with St Elizabeth’s procedures

2. Ensure that Personal Protective Equipment is used correctly

3. Bring any statutory/regulatory notice for attention of the Centre Management Team immediately (e.g. Environmental Health, Fire Officer, Ofsted, HSE)

**Financial Responsibility**

1. Ensure that resources are used efficiently and equipment/other resources are not abused.

2. Ensure young peoples’ finances are managed in line with policies and procedures.

3. Raise any concerns regarding financial abuse to the attention of the Assistant Registered Manager.

**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, young people and the wider Children’s Home/School service are met.
2. To communicate with families and carers as appropriate regarding the welfare of their child. Forge positive working relationships with families. Encourage and facilitate children and young people to keep in contact with their family and friends through a variety of means.
3. To contribute positively to the effectiveness and efficiency of the team.
4. Maintain effective communication systems across the service, ensuring relevant information and best practice is shared in a timely manner.
5. Ensure robust and effective communication is maintained with the Health Agency.
6. Maintain professional boundaries and present a professional image of St Elizabeth’s at all times.

**Administration Tasks**

1. To ensure all day-to-day administrative operational tasks are completed within the Residential Home and the wider Children’s Home/Residential School service as reasonably required. To undertake associated record keeping as necessary including:

 Individual Diary Sheets and Message Books

Independent Living Skills Documentation

Care and Support Plans

Seizure descriptions and other medical considerations

Children’s clothes and personal belongings

Activity records

Communication with families / carers

Incident and Accident Records

Datix Incident Reporting

Initial and Annual Reviews

1. To maintain accurate, legible and complete records relating to individual young people including daily records.
2. Assist children and young people to keep their personal money safe. Ensure that monies spent can be accounted for by records and receipts.
3. Ensure the Residential House food shopping and planning involves young people to the best of their ability. Ensure that expenditure is within budget, recorded accurately and receipts are available.
4. Ensure that Care Plans are consistently delivered. To ensure that care practice is of a high standard in accordance with all school policies.

**Context**

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 specialise 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.

Safeguarding means promoting welfare and protecting from harm or abuse. 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

**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 shifts including evening and weekend work.

To undertake all training deemed necessary for the role and keep all essential training up to date. This includes Managing Actual or Potential Aggression (MAPA) strategies training which includes physical interventions which require a level of physical health. To fully participate in St Elizabeth’s staff appraisal and supervision processes.

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 or nominated deputy and/or the Registered Children’s Home 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 Shift Leader.

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

Person Specification 

**Post: Shift Leader**

**Location: St Elizabeth’s School and Children’s Home**

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|  | Essential Criteria\****\*Reasonable adjustments will be considered within the needs of the service where applicable under the Equality Act 2010*.**  | Desirable Criteria |
| Qualifications | Children’s and Young People’s Workforce Level 3 Diploma / NVQ 3 Health and Social Care (Children and Young People) OR Level 3 Diploma in Residential Child Care in progress and / or commitment to complete RRC3 within one year of appointment. Willing to undertake further training and CPD. | GCSE or equivalent in Maths & English Full UK valid Driving Licence |
| Experience | Relevant experience of providing care and support to children or young people with additional needs/dicabilities in a professional capacity in a residential setting. | Experience of leading staff teams |
| Knowledge & Understanding | Understanding of children and their development. Good understanding of safeguarding legislation and associated policies.Good understanding of health & safety issues in the care and support of children / vulnerable people.Understanding the importance of working to individual care plans.Knowledge of Children’s Homes Regulations and Quality Standards  | Understanding of learning disabilities/autismKnowledge of epilepsy and associated disorders |
| Abilities and Skills | Ability to communicate effectively both orally and in writing with students, colleagues, families, external agencies and professionals. Ability to use Microsoft Word and Outlook.Good organisational skills, literacy and numeracy skills.Ability to record work in accordance with statutory and service requirements.Ability to lead, motivate and work as part of a team on a shift.Problem-solving skills.Ability to undertake and pass St Elizabeth’s Centre’s on site and off site medication training course. Ability to undertake physical activity to support active and energetic children/teenagers and remain with them at all times.  |  |
| Other attributes | Commitment to:* The work and ethos of St Elizabeth’s Centre
* Equality and promoting respect and dignity for all
* The care and well-being of children and young people.

Initiative to develop self and others and to be reflective.Confidence to speak up for self and others.Patience and understanding.Able to lead in an emergency.Emotional resilience to work with people whose behaviour can challenge the service at times. |  |
| Special Circumstances | Suitability to work with children and vulnerable adults.Willing and able to undertake the following as required after training:* Work safely without supervision
* Moving and positioning of children and young people (including hoists and wheelchairs)
* Undertake MAPA (Managing Actual and Potential Aggression) training.
* Assist children and young people with all aspects of personal care
* Work with people whose behaviour, due to the nature of their additional needs, can challenge the service at times.
* Support and accompany children and young people with a range of leisure activities.
* To assist / carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of service users.
* Use Personal Protective Equipment as provided

Able to work a shift pattern, including some unsocial hours (a mixture of late and early shifts), weekends and sleep-ins.Able to get to and from the workplace which is not on a public transport route. |  |