

## JOB SUMMARY

<b>Post Title</b>	<b>Shift Supervisor</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	6	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	<a href="#">SD06</a>
<b>Service Area</b>	<i>Childrens Services</i>						
<b>Line Manager</b>	<i>Deputy Manager</i>						
<b>Location</b>	<i>Beaulieu House</i>						

**Job Purpose**

To lead shifts of support workers to ensure children have an outstanding experience either living at or accessing a short break stays at Beaulieu House. To promote a nurturing, safe and positive environment for children to live or have a short stay in.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
1. To lead and support a team of support workers in caring for children with disabilities in a children's home or short break setting.
  2. To lead the dispensing and administration of medication both routinely and in emergency to the children. To ensure that all medication has been administered for the duration of the shift.
  3. Ensure that support workers on shift are following the policies and procedures for the home and undertaking informal action with staff members who do not follow policies and procedures.
  4. To lead in an emergency to ensure the child's welfare and safety are prioritised, acting as a first aider and fire marshal for the shift.
  5. To support children who have behaviours that challenge using PROACT SCIPr and restorative approaches identified in the child's plan of care including the use of physical intervention.
  6. Follow plans of support, such as care plans, risk assessments and behaviour support plans and to work within the legislation 1989 Children's Act and Children's Homes regulation's 2015.
  7. To supervise support workers monthly ensuring a high quality of care to children receiving services at Beaulieu house.
  8. To work in partnership with parents as link workers to the child under the supervision of the deputy manager. Attend and contribute planning meetings and statutory reviews as a link worker as and when required.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	<p><i>Previous experience of leading shifts and organising a team of support workers.</i></p> <p><i>Proven ability to work shifts flexibility in line with the operational needs of the home and/or short breaks service and to provide on call support to the home.</i></p> <p><i>Proven ability to be responsible for a home,</i></p>	<b>X</b>	

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	<i>child care or education setting and ensuring that activities are undertaken for the shift.</i>		
Self-motivated with the ability to work to targets / deadlines.	<p><i>Proven ability to meet deadlines and targets such as completing monthly supervision and administering medications round on time.</i></p> <p><i>Proven ability to manage time effectively and prioritise workloads, delegating to more junior members of staff when required.</i></p>	<b>X</b>	
Awareness and understanding of the customer's needs.	<p><i>Extensive experience supporting children in a professional setting such as nurseries, schools or other care settings.</i></p> <p><i>Demonstrable extensive knowledge of children with disabilities and how best to meet their needs and celebrate their strengths.</i></p> <p><i>Proven ability to lead teams of support workers to meet the needs of the children.</i></p> <p><i>Proven ability to manage, support and motivate a team of staff members during the shift.</i></p>	<b>X</b>	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<p><i>Previous experience of leading teams in health, childcare, education or social care settings.</i></p> <p><i>Demonstrates a good knowledge of practices, legislation, standards in social care settings and ability to explain these to more junior staff.</i></p>	<b>X</b>	
Safe and competent use of relevant equipment / tools.	<p><i>Proven ability to use equipment safely and competently at work, following specific instructions, policies, risk assessments and care plans. To be able to communicate these competencies to more junior staff.</i></p> <p><i>Experience ensuring all staff are safely and competently using equipment at work and advise them when they are not.</i></p> <p><i>Experience ensuring all staff are following the homes policies and procedures including health and safety. Ability to recognise when equipment is not safe for use and report faults and issues promptly.</i></p>		<b>X</b>
Knowledge of relevant health and safety procedures.	<p><i>To have a good knowledge of health and safety procedures in a social care setting.</i></p> <p><i>Experience ensuring that health and safety policies and procedures are followed.</i></p> <p><i>Proven ability to ensure all activities undertaken on shift are properly risk</i></p>	<b>X</b>	

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	<p><i>assessed and, in the child's, best interests.</i></p> <p><i>Proven ability to ensure that the home is clean and any repairs to the vehicles or building are reported to property promptly.</i></p>		
<p>Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.</p>	<p><i>Excellent skills and experience of communicating as part of a team and having sensitive conversations with staff, parents and children.</i></p> <p><i>Proven ability to communicate in groups during handover, staff meetings and via electronic communication.</i></p> <p><i>Proven ability to lead staff meetings and complete supervisions with staff.</i></p> <p><i>To communicate effectively with outside agencies to report or share information in a timely and professional manner.</i></p>	<b>X</b>	
<p>Ability to explain technical / legislative information with clarity and patience.</p>	<p><i>Demonstrable knowledge and experience in health and social care and the ability to act as a mentor and role model to junior staff.</i></p> <p><i>Experience communicating with partner agencies and parents about legislation related to the home.</i></p> <p><i>Proven ability to support more junior staff with training and induction to the home.</i></p> <p><i>Proven ability to deliver training and advice to staff.</i></p>	<b>X</b>	
<p>Ability to follow routines, carry out set plans, record and monitor information accurately.</p>	<p><i>Extensive experience following and acting to ensure others are following plans of care, ensure recording have been completed and monitor information relating to children.</i></p> <p><i>Proven ability to record information on electronic children's care records.</i></p> <p><i>Proven ability to complete recordings such as handover is completed at the end of each shift.</i></p>	<b>X</b>	
<p>Literate and numerate.</p>	<p><i>Demonstrable ability to read, contribute to and follow plans of care, as well as transfer medication administration records and complete basic drug calculations.</i></p> <p><i>Demonstrable ability to use Microsoft Office products such as Outlook, Word and recording on electronic children's records</i></p>	<b>X</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>

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	(if left blank refer to left hand column)		
GCSE level qualifications or equivalent experience	<i>Maths, ICT and English</i>	<b>X</b>	
QCF Level 3 Childcare	<i>Completion of QCF Level 3 qualification and/or QCF Level 5 qualification</i>	<b>X</b>	
May require relevant certifications including evidence of fluency in English language.			
<b>Other Requirements</b>			
<i>Enhanced DBS</i>			
<i>To provide Oncall support to the home on a rota basis</i>			
To work shifts flexibility in line with the operational needs of the home and/or short breaks service.			
<b>Organisation Structure (optional)</b>			