



Position: Senior shift leader

Reporting to: Registered Manager/Responsible Individual

Salary & hours: Negotiable, 28 days paid holiday for full time employment

Disclosure Level: Enhanced

Main Duties

- To be a part of a team offering a comprehensive residential service to children and young people, the aim being to ensure the physical, social and emotional care, and development of the young residents and the establishment.
- Oversee all aspects of shift planning including petty cash and medication, you will be accountable for the shift whilst in work as a senior.
- Act in a professional manner always and be a positive role model for staff and young people.
- To carry out duties in line with Back on Track's policies and procedures.
- Undertake the role of Key Working and ensure you have a full understanding of this role in compliance with Key Working policy.
- To promote structure, boundaries and domestic routines within the home.
- Working in line with children and young people's care plans.
- Promoting positive outcomes for children and young people in areas of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic wellbeing.
- To work in accordance with the National Minimum Care Standards for Children's homes and
- Cooperate with any inspection process.
- Provide a positive role model for the young people, presenting yourself in a highly professional manner.
- Work in partnership with other agencies to the benefit of the young people.
- Participate in, and complete reports for, statutory reviews and meetings concerning the young people.
- Supporting young people with project and group work.
- Undertake relevant training programmes as required by the National Minimum Care Standards.
- Work in partnership with colleagues and other professional to meet the social, emotional, educational, health and mental health needs of young people.
- Work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with regulations.
- Awareness and responsibility for the health and safety of the home, young people, colleagues and yourself.
- You must co-operate with the organisation in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures and report any unsafe practices and conditions.
- Complete supervisions.
- Liaise with the regulation 44 visitor.

- Complete tasks as directed by the deputy or registered manager.
- Undertake on call duties as and when required

Post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.

Other Requirements

- Full driving licence is preferred
- All Mandatory and specialist training to be attended as directed
- Staff meetings and clinical supervision groups to be attended
- Supervision to be attended as directed

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

Back on Track Childrens Services SE Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, ethnicity, nationality, gender, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies Equality and diversity policies and procedures.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at any time.

Person Specification

Qualifications	Essential	Desirable	Verified By:
NVQ 3 – Level 3 Diploma (QCF) qualified in Children Young People’s workforce.	E		Certification

Skills & Experience	Essential	Desirable	Verified By:
Two year’s experience	E		Application form
Effective leadership qualities	E		
Effective communication skills with colleagues, outside agencies, children and families.	E		Application Form Interview

Good interpersonal skills.	E		Interview
To work as part of a team and use own initiative when required.	E		Application Form Interview
To be an effective listener	E		Application Form Interview
Reporting and recording to a high standard.	E		Application Form Interview

Knowledge Base

A good understanding of the needs of young people in residential care.	E		Application Form Interview
Children Act 1989 / 2004.	E		Application Form Interview
Knowledge of the Quality standards	E		Application Form Interview
The needs of children and young people in residential care.	E		Application Form Interview
Knowledge of the multi-agency working carried out within Children's homes.	E		Application Form Interview
Equal opportunities in day to day practice.	E		Application Form Interview
Understanding the principals of safeguarding and child protection.	E		Application Form Interview

Ability

To work in partnership with other agencies including Local Authorities	E		Interview
To form professional and positive relationships with children and young people.	E		Interview
Effectively communicate with children and families.	E		Application Form
To work in isolation and understand potential risks that this may bring and respond appropriately.	E		Application Form Interview
The ability to deal with difficult situations and make appropriate decisions in line with the reporting procedures in the home.	E		Application Form Interview
To learn quickly and absorb information in relation to working with children and young people.	E		Application Form Interview
Promote the health, safety and wellbeing of children and young people.	E		Application Form Interview

To ask for guidance and support, and to admit mistakes.	E		Application Form Interview
Complete supervisions with colleagues	E		Interview
Undertake on call responsibilities	E		Interview

Personal Qualities

A good sense of humour, initiative, integrity & honesty	E		Application Form Interview
An enthusiasm & commitment to the children	E		Application Form Interview
To enjoy for being active and enjoying fun days out with young people.	E		Application Form Interview
A commitment to work in an anti-discriminatory non-judgemental manner, in line with Equal Opportunities Policies	E		Application Form Interview

Other Requirements

Ability to work shifts including weekends and evenings.	E		Interview/contract
To maintain appropriate and effective communication with colleagues, managers and directors	E		Application Form Interview/Contract
Full driving licence		D	Application Form