

## Job Description

JOB TITLE:	Shift Leader
MAIN LOCATION:	The Trust Centre at Alderwasley Hall School
RESPONSIBLE TO:	Registered Manager and Head of the Trust Centre
SUBORDINATES:	Residential Support Workers

### MAIN RESPONSIBILITIES:

- To be responsible for the implementation and integration of agreed individual rehabilitation strategies and techniques across the 24 hour period.
- To work as part of the interdisciplinary team at the Trust Centre and with families, to deliver effectively the 24 hour curriculum, assisting the young people to attain their educational and therapeutic goals.
- To enable the young people to lead valued and fulfilling lives, maximising their potential capacity physically, intellectually, emotionally and socially.
- To work in accordance with the general philosophy and ethos at the Trust Centre.
- To lead and manage a small team of residential support staff ensuring that each shift runs smoothly and effectively.
- Follow all company policies and procedures, ensuring support staff do the same and are aware of the existence and location of those policies and procedures.
- To act and respond appropriately to any Child Safeguarding issues and to any 'Crisis Management' issues by following all company policies and procedures.
- To liaise with the Registered Manager in identifying and meeting the training needs of the Residential Support Work team.
- To be the trained medication officer for your shift in compliance with SENAD's Administration of Medication Policy.

## KEY TASKS:

- To respect the dignity and individuality of each young person and enable the young person to exercise informed choices where appropriate.
- Utilising agreed rehabilitation principles to facilitate the maintenance of high standards of personal care for each young person, including matters of physical well being and personal hygiene and to ensure your team does the same.
- To identify and access resources for use within the Centre, to support the development of a warm and homely environment.
- To participate in the review process.
- To be aware of all the set targets and aspirations of each young person, working as part of the interdisciplinary team to monitor, review and agree educational and therapeutic goals.
- To attend staff meetings, seminars, progress days and individual support and supervision meetings with senior staff as directed.
- To conduct RSW supervisions monthly.
- To ensure the safety and wellbeing of the young people at all times.
- To conduct and promote accurate recording and reporting of all aspects of young people's progress towards agreed educational and therapeutic goals, in order to provide an on-going evaluation of their needs and to contribute objectively to review arrangements, thus ensuring care support is suitable and productive at all times for each young person.
- To be involved in staff recruitment and retention, completing probationary responsibilities, identifying training needs and participating in the training process.
- To accept responsibility for the maintenance of a safe and healthy environment for the young people and staff, having particular regard for the condition and cleanliness of the residential building areas.
- To be jointly responsible for the safeguarding of young people and vulnerable adults in our care; it is a requirement of the role that all relevant safeguarding policies and procedures are followed and that the RSW staff are aware of their role in this.
- To give an informative and effective 'hand over' to the next team/shift on duty providing all necessary information on young people's progress towards agreed educational and therapeutic goals.
- In conjunction with SENAD's Administration of Medication Policy, to monitor, administer and accurately record all medication, once appropriately trained.
- To work on a rostered shift system inclusive of early and late shifts, wake nights and weekend work.
- To conduct sleep-in shifts as part of a shared rota.
- To support the daily programme of activities as required, in liaison with other involved professionals. To ensure that young people and staff attend and are punctual and prepared for planned activities.
- To initiate a selection of evening and weekend activities for young people, with the agreement and approval of the management team and in liaison with the rest of the interdisciplinary team.

- To be able to show a working knowledge of 'Risk Assessments (RA)' covering each young person's needs, activities, visits and health and safety requirements for them to be kept safe.
- To be able to show written records that are signed off by all members of the team showing that the team is up to date, understands and can apply each RA requirement on the shift.

**You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

**And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

- Inform your employer of any work situation that you consider to represent a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.
- To lead on H&S on the shift and to demonstrate this by communicating the organisations' H&S policies to the team, ensuring H&S policies are put into practice. Monitor H&S procedures and ensure legislation is acted upon. Your records must show that any shortfall in H&S safety equipment is reported and replaced.

**Link Working**

- You should familiarize yourself with the Link Working tasks of the RSW team as required.
- If a member of the team holds link worker responsibilities and is absent from duty you will be required to undertake the link worker role to ensure individual development continues.
- As a shift leader, there is a requirement to attend Link Worker training and be familiar with the Link Worker job description in order to fulfil the above requirements effectively.
- The content and reporting lines will be reviewed regularly and will change over time.