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| **Job Description** | |
| **Post title** | Dedicated Waking Night Supervisor |
| **JE Reference No** | N9240 |
| **Grade** | 8 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Early Help Inc & Vnble Children, Secure Services |
| **Reporting to** | The postholder will report to the Senior Manager Care |
| **Location** | Your normal place of work will be Aycliffe Secure Centre, but you may be required to work at any Council workplace within County Durham |
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| **DBS** | This post is subject to an Enhanced Disclosure |
| **Flexitime** | This post is not eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

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| **Description of role** |

To assist in the management, development and delivery of services to young people in one of the Service’s Children’s Homes, in line with Looking After Children: Assessing Outcomes, and in accordance with the policies and procedures of Durham County Council.

There will be a small team of Night supervisors who will carry individual or collective responsibility for certain tasks, at the direction of the manager. They will on certain occasions act on behalf of the manager in his / her absence and will assist the manager in the tasks shown below.

This post has been identified as being specific to the Statement of Purpose relating to the service’s provision of a placement home. Therefore, emotional sustainability, sound partnership practice, verbal and written communication techniques, the ability to form long lasting relationships, able to work through issues and assessment skills (including identifying risks and risk management) are required.

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| **Duties and responsibilities** |

* To provide leadership guidance and management to groups and individual staff in implementing organisational strategies aimed at achieving the home’s objectives, and be responsible for the deployment and control of staff on a day-to-day basis.
* To participate in the development, implementation and monitoring of individual young people’s case plans using the Looking After Children: Assessing Outcomes system, and ensure consistent application of the outcomes approach.
* To maximise the effectiveness of staff through motivation, development and application of the County Council’s personnel policies.
* To participate in setting standards and evaluating achievements, by working in partnership with the staff team, young people, their parents, social workers and other parties.
* To contribute to the development of policies and service provision aimed at improving the achievement of outcomes for young people.
* To promote Durham County Council’s Equal Opportunities Policy and anti-discriminatory practice personally and by developing understanding throughout the staff team.
* To participate in the development of research initiatives designed to measure the effectiveness of services to the achievement of outcomes for young people.
* To protect young people from threats to their health, welfare and normal development, both from inside and outside the home. To undertake, follow, review and monitor risk assessments of individual young people, groups of young people and the site.
* To ensure that the home environment is appropriate and sensitive to the needs of the young people being looked after. To direct the running of the home to achieve real outcomes for individual young people.
* To access community services as a means of support and social learning, developing links between the home and local community, so that young people can play a full and appropriate part in the life of the community.
* To manage the group through its procedures, the routines established and the activities it is engaged in so that it provides an enjoyable and positive experience for its members.
* To ensure that key stages in the stay of young people, such as admission and discharge, are properly managed, and reflect decisions recorded in care plans.
* To ensure that young people facing particular crises and stresses are offered appropriate additional support, and to ensure that staff are supported in dealing with the most complex cases.
* To develop and maintain good working relationships with: Parents and other family members, Social workers, Teachers / schools and other professionals with a concern for the young people’s needs, such as general practitioners or psychologists.
* To ensure that specific needs are met, such as: Dietary requirements, religious observance and culturally significant activities.
* To ensure that young people carry as much responsibility for their own lives as they can reasonably and demonstrably be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives, and supporting them and helping them towards taking greater control and responsibility.
* To provide ongoing support to young people who have left the home, as appropriate.
* To ensure compliance with the Children’s Home’s Regulations (2015).
* To promote children’s rights inside and outside the home.
* To be involved in the recruitment, monitoring, regular supervision, appraisal and disciplining of staff, as necessary.
* To assist in ensuring that the training plan for the home is followed.
* To be actively involved in the promotion and development of effective team working, to maintain good communications systems, including hand-overs, log books, regular supervision and staff meetings.
* To be concerned for staff welfare, offering support at times of stress, praising work completed and monitoring performance, including sickness absences.
* To manage and operate budgets, monitor ongoing expenditure and ensure that staff operate financial systems within the figures and guidelines laid down.
* To support auditors in their work and provide them with the necessary information.
* To create a homely setting with which young people can identify.
* To maintain a safe environment, complying with health and safety and other legal requirements.
* To maintain the fabric of the building, its grounds and equipment in good condition, encouraging staff and young people to care for their surroundings and make best use of the available resources.
* To ensure compliance with the policies of Residential Services and Durham County Council.
* To advise as required on professional matters within the area of competence.
* To maintain high standards of childcare, and to be flexible in adapting to meet young people’s needs.
* To maintain professional knowledge and skills through training, reading and other such activities.
* To report to a line manager, or other appropriate person, in the event of awareness of bad practice, and in all instances protect the health and welfare of young people.
* A willingness to achieve NVQ Level 4 or an equivalent management qualification within 3 years of appointment and a commitment to continuous professional development. To undertake training in Durham County Council’s chosen physical intervention techniques, administration and safe handling of medication, safeguarding and neglect training and other mandatory courses, including refresher training where necessary.
* Take responsibility for out of hours management of the home during the night-time hours supported by senior manager on back up duty.

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| **Organisational responsibilities** |

**Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

**Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

**Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

**Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Relevant qualification that relates to work with children equivalent to NVQ Level 3 (or above) in, e.g. childcare, youth work. | * NVQ Level 4 in Child Care * Dip.SW/Degree in Social Care/CQSS * D32/33 NVQ Assessor. * NVQ Level 3 or 4 in management or equivalent. |
| Experience | * At 12 months relevant experience within the last three years of working with young people and their families (aged 12-18 years) either in a voluntary or professional capacity. * Experience in contributing to the maintenance of children’s/young people’s care records. * Working constructively with colleagues in a team. * Working with Social Workers and other professionals. * Work with groups of young people. | * Work with children in a residential setting. * Co-ordinating and organising the staff resources across the week. * Supervision or management experience. * Experience in application of human resource practices. |
| Skills & Knowledge | * Ability to plan, establish short and medium term plans of action. Communicate them effectively and delegate. * Proven interpersonal skills * Strong leadership skills – ability to influence and motivate others. * Ability to be innovative and able to apply developments in practical ways. * Able to work with and maintain financial records. * Good role model for Young People. * Ability to successfully engage with young people and staff of all levels. * Ability to cope with stressful situations * Ability to sensitively deal with emotional distress. * Consistency in working with young people. * Commitment to continuous professional development. * Knowledge and understanding of Every Child Matters principles applied within a ‘Looked After’ care setting. * Children Act 1989 and 2004 and associated regulations and practice guidance. * Looking After Children: Assessing Outcomes. * Development needs, e.g. physical, emotional, intellectual, social and educational, of young people. * Children’s rights issues. * Knowledge and application of Equal Opportunities practices. * Children in Need Procedures. * National guidance on Child Protection practice, e.g. ‘Working Together under the Children Act.’ | * Childcare strategies and procedures, in particular the operation of Care Planning systems. * Social care services provided to children and their families. |
| Personal Qualities | * Approachable. * Self-confident. * Professional. * Integrity. * Reliable and responsible. * Emotional resilience |  |