

**JOB DESCRIPTION**

<b>Post Title:</b> Residential Shift Coordinator	<b>Director/Division</b> Education – Children’s Services		<b>Office Use</b>
<b>Grade:</b> Band 5	<b>Service/Workplace:</b> Barndale House Special School		<b>JE ref:</b>
<b>Responsible to:</b> Head Teacher Deputy Head teacher. Head of Care	<b>Date:</b> 21.01.2020	<b>Manager Level:</b>	

**Job Purpose:**  
As a residential shift coordinator under the direction/delegation of the Head of Care to provide an effective service to young people.  
To work within the agreed aims and objectives of the school/residential provision.  
To provide a warm, healthy, positive, stimulating, safe and caring environment for all children, young people and staff.

<b>Resources</b>	Staff	No staff
	Finance	To maintain financial records within the provision e.g. petty cash, pocket money.
	Physical	To undertake Prevention and Intervention techniques in line with NCC policy.
	Clients	Shared responsibility for the children and young people accessing the residential provision.

**Duties and key result areas:**

**Coordination Duties:**

1. Under the direction of the Head of Care coordinate the daily running of the residential provision.
2. To be responsible for the coordination of the 24 hour curriculum activities.
3. To be familiar with and follow the Aims, values and ethos of the Residential Provision.
4. Understand and implement the specific aims and objectives of the 24 hour curriculum.
5. Actively participate in the agreed management processes as an individual or part of a team (e.g. supervision, appraisal and training)
6. Undertake administrative tasks as necessary for the effective running of the residential provision e.g. pocket money, petty cash etc.
7. To develop and maintain efficient, reliable liaison and co-operation with other individuals, agencies and community resources.

**Care of Children and Young People:**

1. To carry out child care duties as part of the Residential Care Team.
2. To take initial care responsibility for children and young people accessing the residential provision.
3. To undertake responsibility as a key worker where requested.
4. To carry out their duties in a professional manner at all times.
5. To ensure a warm, caring, positive and stimulating child care environment for all children and young people.

6. To ensure that all personal, social and emotional individual needs of children and young people are met
7. To ensure that all records, reports and policies [including Health and Safety], are kept in an appropriate manner and carried out at all times, according to the systems in place.
8. To perform any other recognisable duties as directed by the Heads of Care.

**General:**

1. To undertake responsibility as a Key Worker where requested.
2. Liaison with school staff, outside services, parents/carers and to attend children and young people review meetings as and when appropriate.
3. To encourage and maintain a high standard of personal hygiene for children and young people.
4. To establish and promote effective professional relationships with staff and children and young people within the school/residential provision.
5. To develop children and young peoples independence and social skills through organised leisure pursuits and community activities. To monitor and assess the pupils progress through individual learning plans.
6. To escort children and young people as necessary.
7. To ensure the treatment of sick or injured residential children and young people and to supervise medical appointments.
8. To promote the values and aims of the establishment.

**Developmental:**

1. To participate in professional development of self and residential care team with regard to national and local requirements of child care.
2. Development of establishment and residential care environment.
3. Development of agreed targets.
4. To attend residential staff meetings

**Safeguarding:**

- Report any concerns/issues promptly to the designated safeguarding leads to ensure the welfare and safeguarding the children/young people within the school/residential provision.
- Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child is a disciplinary offence.

**Work Arrangements**

Physical requirements:	Moving and Handling of Wheelchairs, use of equipment and positioning of children and young people. (Personal Hygiene Tasks and Transportation)
Transport requirements:	Use of own transport within and out of county. Driving responsibilities of transporting children and young people to various social venues.
Working patterns:	Shift work including day and overnight sleep ins.
Working conditions:	In and outdoor

PERSON SPECIFICATION

<b>Post Title:</b> Residential Shift Coordinator	<b>Service:</b> Education – Children’s Services	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 3 in Care of Children and Young People  A good general education demonstrating literacy and numeracy.  Demonstrate a willingness to undertake further training on supporting children and young people with special needs within the residential provision.		
<b>Experience</b>		
Experience of working with children and young people with special educational needs.	Previous experience of working with children and young people.	
<b>Skills and competencies</b>		
Ability to form appropriate relationships quickly.  Good verbal communication and organisational skills.  Ability to work unsupervised and to work effectively as part of the Residential Care Team  Able to understand and complete written records clearly and promptly.  Evidence of commitment to self-development and training.  Ability to communicate effectively with children and young people whom have special needs.  Experience of working with children and young people with a range of complex learning and social needs.  Ability to understand and adhere to the needs for confidentiality, privacy, dignity, independence, choice, rights and fulfilment of children and young people	Ability to contribute to multi-disciplinary meetings.  Knowledge of the National Care Standards and Regulations (Care Standards Act 2000)  Knowledge of the Children’s Act 1989	

<p>Reliable and keeps good time</p> <p>Follows and adheres to the policies and procedures of the school/residential provision.</p>		
<b>Physical, mental and emotional demands</b>		
<p>Physically able to undertake the demands of the job including the ability to undertake Prevention and Intervention techniques where requested.</p> <p>Genuine interest in and enthusiasm for the welfare and education of children and young people accessing the residential provision.</p> <p>Periodic need to move and handle children and young people with assistance as appropriate.</p> <p>Awareness of surroundings and children and young people.</p>		
<b>Motivation</b>		
<p>Appropriately follows instructions to achieve set objectives</p> <p>Adapts to change by adopting a flexible and cooperative attitude</p> <p>Demonstrates integrity and upholds values and principles</p> <p>Promotes equal opportunities and anti-oppressive practice in all aspects of work</p> <p>Supportive and adapts to team working.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits