

## Job Description

<b>Job Title</b>	<b>Night Awake Staff</b>
<b>Grade</b>	<i>2020 Scale 5 (Band 3)</i>
<b>Reports to</b>	<i>Head of Care/Headteacher</i>
<b>Liaison with</b>	<i>Teaching Staff Other staff at School Parents Outside Agencies e.g. Doctors, Social Services</i>
<b>Job Purpose</b>	To be responsible for the health, welfare and comfort for all the pupils. Carry out agreed behavioural and educational programmes and complete full night-time reports, and any other records required. To monitor the pupils' sleeping in the residential unit. To alert the relevant member of staff as appropriate of any situation that needs support.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To receive from the officer in charge a briefing relevant to the previous day</li> <li>• To check all children at 30-minute intervals, unless otherwise instructed or the need arises.</li> <li>• To change and wash/shower children who are wet or dirty unless otherwise instructed.</li> <li>• To offer basic medical supervision under the instruction of the person in charge for the evening and to monitor pupils known to be unwell. Also to alert the member of staff undertaking sleeping-in duty of any child who becomes unwell in the night.</li> <li>• To take appropriate action to ensure the health, safety and security of all individuals and their environments.</li> <li>• To ensure that all pupils remain in their allocated beds.</li> <li>• To be aware of emergency procedures, e.g. fire drills, and as the most alert person during the night, to telephone the Fire Brigade in case of fire.</li> <li>• To be aware of and implement procedures for dealing with disturbances, intruders or inappropriate activity.</li> <li>• To maintain a daily log which records any instances of inappropriate activity or disturbances or medical problems.</li> <li>• In order to remain awake and vigilant all night to perform such additional duties that are in keeping with the nature of the post which shall be determined by the Headteacher or his or her</li> </ul>

	<p>representative on duty. First priority should be given to the security and protection of pupils.</p> <ul style="list-style-type: none"> <li>• To liaise with day staff regarding individual pupils, and ensure adequate hand-over information is given.</li> <li>• To assist the day staff during hand-over period.</li> <li>• To use whichever form of communication that is being used by the pupils in the residential unit.</li> <li>• To contribute to the upkeep of the building and report the need for repairs.</li> <li>• Attendance at staff meetings.</li> <li>• To attend required training courses, and any other appropriate courses, e.g. NVQ in Integrated Care Level 2 or 3.</li> <li>• To attend regular supervision meetings.</li> <li>• To work within the equal opportunities policy.</li> <li>• To carry out other duties at the request of the Officer-in Charge.</li> <li>• This job description may change with the needs of the school and of the pupils. The job description will only change after consultation and discussions between the Governors, the Headteacher and the Postholder.</li> <li>• This job description is neither exclusive nor exhaustive.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• <i>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</i></li> <li>• <i>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</i></li> <li>• <i>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</i></li> <li>• <i>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</i></li> </ul>

## NIGHT AWAKE STAFF

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Relevant qualifications, e.g. NVQ in Care Level 3 or similar Experience in dealing with young people and children Experience in dealing with special needs Experience in a residential setting Ability to administer medication
	Knowledge of relevant policies and procedures	Good knowledge of First Aid Relevant legislation, e.g. Children Act and Child Abuse legislation
	Literacy	Clear and concise written and oral skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier, video, TV
<b>Communication</b>	Written	Ability to write detailed reports
	Verbal	Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the Unit's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the school curriculum
	Child Development	Good understanding of children development Ability to assess progress and performance and recommend appropriate ways to support development
	Health & Well being	Understand the importance of physical and emotional wellbeing and the safety of children
<b>Working with others</b>	Working with partners	Use own initiative towards the contribution of the team supporting children, their families and carers
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to work effectively with a range of people
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	To take appropriate action to ensure the health, safety and security of all individuals and their environments
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role



