



Lexden Springs Residential Special School

Attend Aspire Achieve

POST TITLE: Night Awake Supervisor – 37 hours per week, shift work Term time only plus non pupil days. (39 weeks per year).

SALARY: Scale 7 (Points 19-24), Actual starting salary from £25,528.04

RESPONSIBLE TO:, Head Teacher, Deputy Head Teacher and Head of Care

LIAISON WITH: Senior Leaders

OVERALL RESPONSIBILITIES

As Night Awake Supervisor you are expected to take responsibility for ensuring that the children and young people receive a level of residential care which displays a commitment to the philosophy outlined by Lexden Springs Residential Special School.

Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each individual child or young person.

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality, which reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

In saying this, no effort is spared to achieve a true partnership between school, parents/carers, and authorities, which will promote the physical, intellectual, emotional, and social development of our children and young people in order that they may achieve their full potential.

Expectations

In fulfilling your role you will be expected to:

Ensure that all policies, procedures, and practices reflect the school's commitment and statement of purpose to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos of the school and ensure that they successfully reflect good practice and expectations of Ofsted and legal guidance.

Ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.

To embrace the ethos of Lexden Springs residential Special School.

Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.

As Night Awake Supervisor you are expected to maintain strict confidentiality in all areas of your work.

Work towards a level 3 or 4 diploma in residential care qualification

Designated Areas of Responsibility

Deployment, support, and supervision of the care staff team.

As Night Awake Supervisor you will be expected to ensure that:

- Adequate levels of staffing are available at all times.
- You establish a clear network for the delegation of responsibility within the residential staff team, which is both effective and demonstrably accountable.
- Adequate support and direction is given to all members of the residential staff team so that they may carry out their delegated duties effectively.
- You oversee staff appraisals and supervisions for night awake staff of your appointed House.
- You support the writing and fulfilment of day care systems and rota's if required.

You write and update when required residential health care plans, boarding risk assessments, peep's and missing pupil profiles.

Staff Development

As Night Awake Supervisor you should ensure that both the personal and professional needs of the night awake staff are identified and as far as possible catered for, therefore you would be expected to:

- Identify the training needs of night awake staff so as to promote their personal and professional development.
- Motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Care'.
- Operate the school's Internal Quality Assurance procedures for night awake staff including appraisal and supervision.

Managerial Responsibilities

As a senior staff member, you will be expected to:

- Promote and maintain effective channels of communication within the school.
- To take responsibility, in conjunction with key staff and pupil files for residential placements.

To ensure all night awake staff are working in line with the Residential Special School national minimum care standards.

- To take responsibility for the monitoring and maintenance of medication systems.
- Attend meeting as and when required and lead regular night staff meeting

Child Protection and safeguarding

As Night Awake Supervisor you must ensure that you have adequate knowledge and insight into all applicable child protection policies and guidance. In the absence of the Head Teacher or head of care you will assume responsibility for co-ordinating all child protection issues which may arise. To undertake this role, you will be required to complete Local Authority Training as a Child Protection Officer for the school.

Complaints Procedure

As Night Awake Supervisor you will be expected to be aware of the 'Complaints Procedures' set up for our children and young people and parents and carers.

Personal Responsibility

As Night Awake Supervisor you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work. You are expected to discuss your work in supervision and appraisal (Performance Development Reviews) with the Head of Care/Head Teacher.

Daily Responsibilities

A large part of the role involves working with our resident pupils on a daily basis adopting a therapeutic and holistic approach.

Receive a briefing from the shift leader relevant to the day.

You will be responsible for making sure that all children are checked at 30 minute intervals, unless otherwise instructed or the need arises.

Liaise with day staff during hand over period.

To attend required training courses, and any other appropriate courses, e.g. NVQ in Integrated Care Level 3

To deliver training to night awake staff

You will also be responsible for making sure all residential health care plans are followed and are regularly updated with the correct information.

You will be responsible for administering any required medication for residents and ensuring the correct medication protocols are adhered to.

Due to the nature of your work, circumstances may arise which are unpredictable, and in order to remain awake and vigilant all night and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions we will strive to give you adequate notice and guidance of these duties.

SAFEGUARDING

Lexden Springs Residential Special School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area. This post is subject to an Enhanced Disclosure check.