

PERSON SPECIFICATION		
JOB TITLE: Responsible Individual		
REPORTS TO: Directors		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Diploma Level 5 in CYPD / NVQ Level 5 Working with Children (Management) 	<ul style="list-style-type: none"> • Diploma Level 7 in Management / NVQ Level 7 (Strategic Management)
Experience	<ul style="list-style-type: none"> • Experience of working with Ofsted and Local Authorities. • At least 24 months experience managing in a Residential Childrens home setting with 36 months in a supervising capacity. • Experience of motivating others and improving services. 	<ul style="list-style-type: none"> • Experience in working with children with trauma and loss. • Experience of motivating others and improving services.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of general health, safety and well-being of children. • In depth knowledge of legislation • Excellent written and oral communication skills • Effective organisational skills • Full UK / EU Driving Licence for manual vehicles. 	<ul style="list-style-type: none"> • General knowledge of how children generally develop and learn. • Able to work with web base information/internet • Computer literate in Word, Excel and Outlook • Use of own car.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Self motivated • Able to work under pressure • Able to work flexibly and in partnership with others • Adaptable and able to work in a team environment. • Resilient 	<ul style="list-style-type: none"> • Creative outlook on outcomes and evidence based practice

JOB DESCRIPTION	
JOB TITLE:	Responsible Individual
REPORTS TO:	Directors
Introduction	
<p>Kennet Care is committed to working in partnership with young people, their families, commissioners and others to provide an individual service tailored around young people. We aim to create a warm caring environment that is safe and supportive enabling young people to recover from past life experiences and grow to their full potential</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Kennet Care’s Vision, Mission and Philosophy and to use our outcome monitoring approach in order to support young people in achieving their goals. Having a full understanding and implementing the home’s statement of purpose. • Recognise the positive abilities of young people’s and support our shared belief in life long learning. • Adhere to the Quality Outcomes Standards, Children’s Regulations 2015 and all other current legislation, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. 	
Location / Department	
<p>People may be recruited for specific locations and homes however may also be required at other locations, either temporarily or permanently.</p>	
Line Manager	
<p>The Responsible Individual role is generally managed by the of the company where they are located.</p>	
Safeguarding	
<p>Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and OfSTED’s</p>	

requirements.

Safeguarding responsibilities for (Registered) Home Managers include:

- ensure the development of the safeguarding policy
- ensure the implementation of the safeguarding policy by the homes management
- ensure that managers understand what constitutes a safeguarding issue, how to identify it and how to report it;
- undertake advanced level training in safeguarding and child protection;
- ensure that managers understand their duty to not promise absolute confidentiality at any time when a disclosure has been made to them, and to report any concerns;
- ensure that visiting professionals or outside agencies understand their duty to not promise absolute confidentiality and are aware of how to report a concern;
- develop relationships with other safeguarding professionals such as the LADO
- take a lead role, when necessary, to investigate and deal with all cases of suspected or actual problems associated with child protection; including attending child protection conferences or strategy meeting as necessary
- keep up to date with all new guidance on safeguarding children;
- keep all staff up to date with any changes to procedures;
- review accurate, secure and up-to-date records of cases or concerns;
- organise appropriate training for staff including CSE, Prevent, self-harming behaviour;
- review and advise any welfare risk assessments which outline procedures in place to minimise risk;
- survey the managers annually on the policy;
- work closely with the Directors on child protection;
- annually review the policy with the Directors and other professionals
- review consultation with young people, parents and placing social workers on their views of safeguarding within the provision
- review safer recruitment practice is adopted
- review all necessary health and safety certification is in place and equipment maintained to the relevant standard
- review staff and young people know how to evacuate in an emergency and practice this regularly
- discuss openly any issues in supervision that could be construed as a safeguarding issue
- review generic and individual risk assessments accurately reflect current risks and control measures and this is reflected in the placement plan

Main Duties and Responsibilities

1. Specifically take account of the choices, needs and wishes of each young person, involving young people in their own plans and day to day decisions where appropriate.
2. Take personal responsibility for learning about each young person and the way their past affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. Ensuring positive professional relationships are maintained at all time.
3. Maintain young people's confidentiality at all times.
4. Develop person centred working relationships with young people, carrying out Key Worker responsibilities in a professional manner.
5. Review attendance team meetings, supervisions and appraisals and actively take a role in developing your own continuous professional development
6. Review attendance at training and enrol and complete any courses which you are required to do so.
7. Support and develop colleagues through the formal supervision and appraisal process as well as everyday advice and guidance.
7. Support young people in their daily lives through:
 - Assisting to develop and maintain a high standard of personal hygiene and appearance
 - Supporting young people to make appropriate choices regarding their nutritional needs.
 - Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures
 - Accompanying to the dentist, doctor and all other appointments as appropriate.
 - Reporting to managers any concerns regarding the young people's welfare including health and safety issues in the home.
 - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual young person's interests, choices and needs.
 - Accompanying young people on trips and holidays away
 - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant health and safety checks as necessary.
 - Adhering to all safeguarding requirements and any procedures aimed at the protection of children.
 - Following the 'the Emotional and Behavioural Risk Assessment' to support young people in managing their own challenging behaviours
 - Understanding the importance of a young person's case file and plans, and using these effectively and professionally to inform practice on a daily basis.

- To ensure, with the support of your line manager, you understand your role working within the homes Statement of Purpose and seek to promote excellence in clinical practice in line with the Quality Standards and Ofsted regulations.
- Recording accurately and professionally in line with national standards and Kennet Care's policies and procedures.
- Attending and participating in all meetings as required including Supervision and Appraisals.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others.
- To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
- To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason in line with Kennet Cares guidance.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

If you take up employment with Kennet Care this is on the understanding that the first six months constitute a probationary period and you will be required to achieve the recognised qualification in line with legislation within 2 years of employment.

PERSON SPECIFICATION		
JOB TITLE: (Registered) Home Manager		
REPORTS TO: Responsible Individual		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Diploma Level 3 in CYPD / NVQ Level 3 Working with Children 	<ul style="list-style-type: none"> • Diploma Level 5 in Management / NVQ Level 5 Management
Experience	<ul style="list-style-type: none"> • Experience of working with Ofsted and Local Authorities. • At least 24 months experience working in a Residential Childrens home setting with 12 months in a supervising capacity. • Experience of motivating others and improving services. 	<ul style="list-style-type: none"> • Experience in working with children with trauma and loss. • Experience of motivating others and improving services.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of general health, safety and well-being of children. • In depth knowledge of legislation • Excellent written and oral communication skills • Effective organisational skills 	<ul style="list-style-type: none"> • General knowledge of how children generally develop and learn. • Able to work with web base information/internet • Computer literate in Word, Excel and Outlook
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Self motivated • Able to work under pressure • Able to work flexibly and in partnership with others • Adaptable and able to work in a team environment. • Resilient 	<ul style="list-style-type: none"> • Creative outlook on outcomes and evidence based practice

JOB DESCRIPTION	
JOB TITLE:	(Registered) Home Manager
REPORTS TO:	Responsible Individual
Introduction	
<p>Kennet Care is committed to working in partnership with young people, their families, commissioners and others to provide an individual service tailored around young people. We aim to create a warm caring environment that is safe and supportive enabling young people to recover from past life experiences and grow to their full potential</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Kennet Care’s Vision, Mission and Philosophy and to use our outcome monitoring approach in order to support young people in achieving their goals. Having a full understanding and implementing the home’s statement of purpose. • Recognise the positive abilities of young people’s and support our shared belief in life long learning. • Adhere to the Quality Outcomes Standards, Children’s Regulations 2015 and all other current legislation, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. 	
Location / Department	
<p>People may be recruited for specific locations and homes however may also be required at other locations, either temporarily or permanently.</p>	
Line Manager	
<p>(Registered) Home Managers are generally managed by the Responsible Individual of the home where they are located.</p>	
Safeguarding	
<p>Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and OfSTED’s requirements.</p>	

Safeguarding responsibilities for (Registered) Home Managers include:

- ensure the implementation of the safeguarding policy;
- ensure that staff understand what constitutes a safeguarding issue, how to identify it and how to report it;
- undertake advanced level training in safeguarding and child protection;
- ensure that staff understand their duty to not promise absolute confidentiality at any time when a disclosure has been made to them, and to report any concerns;
- ensure that visiting professionals or outside agencies understand their duty to not promise absolute confidentiality and are aware of how to report a concern;
- develop relationships with other safeguarding professionals such as the LADO
- take a lead role, when necessary, to investigate and deal with all cases of suspected or actual problems associated with child protection; including attending child protection conferences or strategy meeting as necessary
- keep up to date with all new guidance on safeguarding children;
- keep all staff up to date with any changes to procedures;
- maintain accurate, secure and up-to-date records of cases or concerns;
- organise appropriate training for staff including CSE, Prevent, self-harming behaviour;
- complete and regularly update any welfare risk assessments which outline procedures in place to minimise risk;
- survey the staff annually on the policy;
- work closely with the Responsible Individual and work closely with the Directors on child protection;
- annually review the policy with the responsible individual and other professionals
- consult with young people, parents and placing social workers on their views of safeguarding within the provision
- ensure safer recruitment practice is adopted
- ensure all necessary health and safety certification is in place and equipment maintained to the relevant standard
- ensure staff and young people know how to evacuate in an emergency and practice this regularly
- discuss openly any issues in supervision that could be construed as a safeguarding issue
- ensure generic and individual risk assessments accurately reflect current risks and control measures and this is reflected in the placement plan

Main Duties and Responsibilities

1. Specifically take account of the choices, needs and wishes of each young person, involving young people in their own plans and day to day decisions where appropriate.

2. Take personal responsibility for learning about each young people and the way their past affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. Ensuring positive professional relationships are maintained at all time.
3. Maintain young people's confidentiality at all times.
4. Develop person centred working relationships with young people, carrying out Key Worker responsibilities in a professional manner.
5. Attend team meetings, supervisions and appraisals and actively take a role in developing your own continuous professional development
6. Attend training and enrol and complete any courses which you are required to do so.
7. Support and develop colleagues through the formal supervision and appraisal process as well as everyday advice and guidance.
7. Support young people in their daily lives through:
 - Assisting to develop and maintain a high standard of personal hygiene and appearance
 - Supporting young people to make appropriate choices regarding their nutritional needs.
 - Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures
 - Accompanying to the dentist, doctor and all other appointments as appropriate.
 - Reporting to managers any concerns regarding the young people's welfare including health and safety issues in the home.
 - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual young person's interests, choices and needs.
 - Accompanying young people on trips and holidays away
 - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant health and safety checks as necessary.
 - Following the 'the Emotional and Behavioural Risk Assessment' to support young people in managing their own challenging behaviours
 - Understanding the importance of a young person's case file and plans, and using these effectively and professionally to inform practice on a daily basis.
 - To ensure, with the support of your line manager, you understand your role working within the homes Statement of Purpose and seek to promote excellence in clinical practice in line with the Quality Standards and Ofsted regulations.
 - Recording accurately and professionally in line with national standards and Kennet Care's policies and procedures.
 - Attending and participating in all meetings as required including Supervision and Appraisals.
 - Working with managers to identify needs and access relevant learning and

development opportunities and share that learning with others.

- Working as part of a team, sharing responsibility fairly and being supportive of others.
- Undertake sleep in duties and flexibility to meet the needs of the young people and working on a 24 hour rota system where required.
- To support young people with personal care if required.
- To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
- To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason in line with Kennet Cares guidance.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

If you take up employment with Kennet Care this is on the understanding that the first six months constitute a probationary period and you will be required to achieve the recognised qualification in line with legislation within 3 years of employment.

PERSON SPECIFICATION		
JOB TITLE:	Assistant Manager	
REPORTS TO:	(Registered) Home Manager	
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Diploma Level 3 in CYPD / NVQ Level 3 Working with Children 	<ul style="list-style-type: none"> • Diploma Level 5 in Management / NVQ Level 5 Management
Experience	<ul style="list-style-type: none"> • Experience of working with Ofsted and Local Authorities. • At least 24 months experience working in a Residential Childrens home setting with 12 months in a supervising capacity. • Experience of motivating others and improving services. 	<ul style="list-style-type: none"> • Experience in working with children with trauma and loss. • Experience of motivating others and improving services.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of general health, safety and well-being of children. • In depth knowledge of legislation • Excellent written and oral communication skills • Effective organisational skills 	<ul style="list-style-type: none"> • General knowledge of how children generally develop and learn. • Able to work with web base information/internet • Computer literate in Word, Excel and Outlook
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Self motivated • Able to work under pressure • Able to work flexibly and in partnership with others • Adaptable and able to work in a team environment. • Resilient 	<ul style="list-style-type: none"> • Creative outlook on outcomes and evidence based practice

JOB DESCRIPTION	
JOB TITLE:	Assistant Manager
REPORTS TO:	(Registered) Home Manager
Introduction	
<p>Kennet Care is committed to working in partnership with young people, their families, commissioners and others to provide an individual service tailored around young people. We aim to create a warm caring environment that is safe and supportive enabling young people to recover from past life experiences and grow to their full potential</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Kennet Care’s Vision, Mission and Philosophy and to use our outcome monitoring approach in order to support young people in achieving their goals. Having a full understanding and implementing the home’s statement of purpose. • Recognise the positive abilities of young people’s and support our shared belief in life long learning. • Adhere to the Quality Outcomes Standards, Children’s Regulations 2015 and all other current legislation, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. 	
Location / Department	
<p>People may be recruited for specific locations and homes however may also be required at other locations, either temporarily or permanently.</p>	
Line Manager	
<p>(Registered) Home Managers are generally managed by the Responsible Individual of the home where they are located.</p>	
Safeguarding	
<p>Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and OfSTED’s requirements.</p>	

Safeguarding responsibilities for (Registered) Home Managers include:

- ensure the implementation of the safeguarding policy;
- ensure that staff understand what constitutes a safeguarding issue, how to identify it and how to report it;
- undertake advanced level training in safeguarding and child protection;
- ensure that staff understand their duty to not promise absolute confidentiality at any time when a disclosure has been made to them, and to report any concerns;
- ensure that visiting professionals or outside agencies understand their duty to not promise absolute confidentiality and are aware of how to report a concern;
- develop relationships with other safeguarding professionals such as the LADO
- take a lead role, when necessary, to investigate and deal with all cases of suspected or actual problems associated with child protection; including attending child protection conferences or strategy meeting as necessary
- keep up to date with all new guidance on safeguarding children;
- keep all staff up to date with any changes to procedures;
- maintain accurate, secure and up-to-date records of cases or concerns;
- organise appropriate training for staff including CSE, Prevent, self-harming behaviour;
- complete and regularly update any welfare risk assessments which outline procedures in place to minimise risk;
- survey the staff annually on the policy;
- work closely with the Responsible Individual and work closely with the Directors on child protection;
- annually review the policy with the responsible individual and other professionals
- consult with young people, parents and placing social workers on their views of safeguarding within the provision
- ensure safer recruitment practice is adopted
- ensure all necessary health and safety certification is in place and equipment maintained to the relevant standard
- ensure staff and young people know how to evacuate in an emergency and practice this regularly
- discuss openly any issues in supervision that could be construed as a safeguarding issue
- ensure generic and individual risk assessments accurately reflect current risks and control measures and this is reflected in the placement plan

Main Duties and Responsibilities

1. Specifically take account of the choices, needs and wishes of each young person, involving young people in their own plans and day to day decisions where appropriate.

2. Take personal responsibility for learning about each young people and the way their past affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. Ensuring positive professional relationships are maintained at all time.
3. Maintain young people's confidentiality at all times.
4. Develop person centred working relationships with young people, carrying out Key Worker responsibilities in a professional manner.
5. Attend team meetings, supervisions and appraisals and actively take a role in developing your own continuous professional development
6. Attend training and enrol and complete any courses which you are required to do so.
7. Support and develop colleagues through the formal supervision and appraisal process as well as everyday advice and guidance.
7. Support young people in their daily lives through:
 - Assisting to develop and maintain a high standard of personal hygiene and appearance
 - Supporting young people to make appropriate choices regarding their nutritional needs.
 - Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures
 - Accompanying to the dentist, doctor and all other appointments as appropriate.
 - Reporting to managers any concerns regarding the young people's welfare including health and safety issues in the home.
 - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual young person's interests, choices and needs.
 - Accompanying young people on trips and holidays away
 - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant health and safety checks as necessary.
 - Following the 'the Emotional and Behavioural Risk Assessment' to support young people in managing their own challenging behaviours
 - Understanding the importance of a young person's case file and plans, and using these effectively and professionally to inform practice on a daily basis.
 - To ensure, with the support of your line manager, you understand your role working within the homes Statement of Purpose and seek to promote excellence in clinical practice in line with the Quality Standards and Ofsted regulations.
 - Recording accurately and professionally in line with national standards and Kennet Care's policies and procedures.
 - Attending and participating in all meetings as required including Supervision and Appraisals.
 - Working with managers to identify needs and access relevant learning and

development opportunities and share that learning with others.

- Working as part of a team, sharing responsibility fairly and being supportive of others.
- Undertake sleep in duties and flexibility to meet the needs of the young people and working on a 24 hour rota system where required.
- To support young people with personal care if required.
- To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
- To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason in line with Kennet Cares guidance.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

If you take up employment with Kennet Care this is on the understanding that the first six months constitute a probationary period and you will be required to achieve the recognised qualification in line with legislation within 3 years of employment.

PERSON SPECIFICATION		
JOB TITLE:	Residential Support Worker	
REPORTS TO:	Team Leader / Assistant Manager / Registered Home Manager	
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE in English, Maths & IT 	<ul style="list-style-type: none"> Diploma Level 3 in CYPD / NVQ Level 3 Working with Children
Experience	<ul style="list-style-type: none"> Experience of providing practical support. This may have been as a result of paid employment, volunteer work or on an unpaid basis for a family member or friend. 	<ul style="list-style-type: none"> Group and individual work with children. Experience in working as part of a team Experience in working with children with trauma and loss.
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of general health, safety and well-being of children. Knowledge of legislation Good written and oral communication skills Good interpersonal skills, able to liaise across a wide range of interests Effective organisational skills Full UK / EU Driving Licence for manual vehicles. 	<ul style="list-style-type: none"> General knowledge of how children generally develop and learn. Able to work with web base information/internet Computer literate in Word, Excel and Outlook Use of own car.
Personal Qualities	<ul style="list-style-type: none"> Enthusiastic Self motivated Able to work under pressure Able to work flexibly and in partnership with others Adaptable and able to work in a team environment. Resilient 	<ul style="list-style-type: none"> Creative outlook on outcomes and evidence based practice

JOB DESCRIPTION	
JOB TITLE:	Residential Support Worker
REPORTS TO:	Team Leader / Assistant Manager / Registered Home Manager
Introduction	
<p>Kennet Care is committed to working in partnership with young people, their families, commissioners and others to provide an individual service tailored around young people. We aim to create a warm caring environment that is safe and supportive enabling young people to recover from past life experiences and grow to their full potential</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Kennet Care’s Vision, Mission and Philosophy and to use our outcome monitoring approach in order to support young people in achieving their goals. Having a full understanding and implementing the home’s statement of purpose. • Recognise the positive abilities of young people and support our shared belief in life-long learning. • Adhere to the Quality Outcomes Standards, Children’s Regulations 2015 and all other current legislation, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. 	
Location / Department	
<p>People may be recruited for specific locations and homes however may also be required at other locations, either temporarily or permanently.</p>	
Line Manager	
<p>Residential Support Workers are generally managed by the Team Leaders / Assistant Manager of the home where they are located – with overall directive from the Registered Manager.</p>	
Safeguarding	
<p>Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted’s requirements.</p> <p>Safeguarding responsibilities for the Residential Care Worker:</p>	

- be aware of the safeguarding policy and all other safeguarding policies and procedures during induction, training and personal development;
- discuss any actual or emerging safeguarding concerns in supervision
- know who the safeguarding leads are and how to report concerns;
- be trained in identifying signs of harm and abuse;
- respond immediately to any young person to keep them safe;
- know what to do if a young person makes a disclosure;
- seek support and counselling if feeling distressed from being involved with a case or incident;
- stay up to date with changes in procedures;
- be prepared to attend a Strategy Meeting;
- be prepared to attend a Child Protection Case Conference
- keep accurate, objective records of any concerns or incidents
- complete body maps and ensure relevant people are notified so a conclusion is reached
- Know what to do if a child makes an allegation of harm against staff or someone else
- To be aware of the complaint's procedure and whistleblowing process.

Main Duties and Responsibilities

1. Specifically take account of the choices, needs and wishes of each young person, involving young people in their own plans and day to day decisions where appropriate.
2. Take personal responsibility for learning about each young person and the way their past affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. Ensuring positive professional relationships are maintained at all time.
3. Maintain young people's confidentiality at all times.
4. Develop person centred working relationships with young people, carrying out Key Worker responsibilities in a professional manner.
5. Attend team meetings, supervisions and appraisals and actively take a role in developing your own continuous professional development
6. Attend training and enrol and complete any courses which you are required to do so.
7. Support young people in their daily lives through:
 - Assisting to develop and maintain a high standard of personal hygiene and appearance
 - Supporting young people to make appropriate choices regarding their nutritional needs.
 - Administering medication in accordance with their needs and taking full account of

the Medication Policy and Procedures

- Accompanying to the dentist, doctor and all other appointments as appropriate.
- Reporting to managers any concerns regarding the young people's welfare including health and safety issues in the home.
- Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual young person's interests, choices and needs.
- Accompanying young people on trips and holidays away
- Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant health and safety checks as necessary.
- Adhering to all safeguarding requirements and any procedures aimed at the protection of children.
- Following the 'Emotional and Behavioural Response Plan' to support young people in managing their own challenging behaviours
- Understanding the importance of a young person's case file and plans, and using these effectively and professionally to inform practice on a daily basis.
- To ensure, with the support of your line manager, you understand your role working within the homes Statement of Purpose and seek to promote excellence in clinical practice in line with the Quality Standards and Ofsted regulations.
- Recording accurately and professionally in line with national standards and Kennet Care's policies and procedures.
- Attending and participating in all meetings as required including Supervision and Appraisals.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others.
- Undertake sleep in duties and flexibility to meet the needs of the young people working on a 24 hour rota system.
- To support young people with personal care if required.
- To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
- To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason in line with Kennet Cares guidance.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises those tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or

developments in consultation with the post holder.

If you take up employment with Kennet Care this is on the understanding that the first six months constitute a probationary period and you will be required to achieve the recognised qualification in line with legislation within 2 years of employment.

PERSON SPECIFICATION		
JOB TITLE:	Waking Night Worker	
REPORTS TO:	Team Leader / Assistant Manager / Registered Home Manager	
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE in English, Maths & IT (or equivalent) 	<ul style="list-style-type: none"> Diploma Level 3 in CYPD / NVQ Level 3 Working with Children
Experience	<ul style="list-style-type: none"> Experience of providing practical support. This may have been as a result of paid employment, volunteer work or on an unpaid basis for a family member or friend. 	<ul style="list-style-type: none"> Group and individual work with children. Experience in working as part of a team Experience in working with children with trauma and loss.
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of general health, safety and well-being of children. Knowledge of legislation Good written and oral communication skills Good interpersonal skills, able to liaise across a wide range of interests Effective organisational skills Full UK / EU Driving Licence for manual vehicles. 	<ul style="list-style-type: none"> General knowledge of how children generally develop and learn. Able to work with web base information/internet Computer literate in Word, Excel and Outlook Use of own car.
Personal Qualities	<ul style="list-style-type: none"> Enthusiastic Self motivated Able to work under pressure Able to work flexibly and in partnership with others Adaptable and able to work in a team environment. Resilient 	<ul style="list-style-type: none"> Creative outlook on outcomes and evidence based practice

JOB DESCRIPTION	
JOB TITLE:	Waking Night Worker
REPORTS TO:	Team Leader / Assistant Manager / Registered Home Manager
Introduction	
<p>Kennet Care is committed to working in partnership with young people, their families, commissioners and others to provide an individual service tailored around young people. We aim to create a warm caring environment that is safe and supportive enabling young people to recover from past life experiences and grow to their full potential</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Kennet Care’s Vision, Mission and Philosophy and to use our outcome monitoring approach in order to support young people in achieving their goals. Having a full understanding and implementing the home’s statement of purpose. • Recognise the positive abilities of young people and support our shared belief in life-long learning. • Adhere to the Quality Outcomes Standards, Children’s Regulations 2015 and all other current legislation, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. 	
Location / Department	
<p>People may be recruited for specific locations and homes however may also be required at other locations, either temporarily or permanently.</p>	
Line Manager	
<p>Waking Night Workers are generally managed by the Team Leaders / Assistant Manager of the home where they are located – with overall directive from the Registered Manager.</p>	
Safeguarding	
<p>Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory</p>	

responsibilities, government guidance and complies with best practice and Ofsted's requirements.

Safeguarding responsibilities for the Waking Night Worker:

- be aware of the safeguarding policy and all other safeguarding policies and procedures during induction, training and personal development;
- discuss any actual or emerging safeguarding concerns in supervision
- know who the safeguarding leads are and how to report concerns;
- be trained in identifying signs of harm and abuse;
- respond immediately to any young person to keep them safe;
- know what to do if a young person makes a disclosure;
- seek support and counselling if feeling distressed from being involved with a case or incident;
- stay up to date with changes in procedures;
- be prepared to attend a Strategy Meeting;
- be prepared to attend a Child Protection Case Conference
- keep accurate, objective records of any concerns or incidents
- complete body maps and ensure relevant people are notified so a conclusion is reached
- Know what to do if a child makes an allegation of harm against staff or someone else
- To be aware of the complaint's procedure and whistleblowing process.

Main Duties and Responsibilities

1. Specifically take account of the choices, needs and wishes of each young person, involving young people in their own plans and day to day decisions where appropriate.

2. Take personal responsibility for learning about each young person and the way their past affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. Ensuring positive professional relationships are maintained at all time.

3. Maintain young people's confidentiality at all times.

4. Develop person centred working relationships with young people, carrying out Key Worker responsibilities in a professional manner.

5. Attend team meetings, supervisions and appraisals and actively take a role in developing your own continuous professional development

6. Attend training and enrol and complete any courses which you are required to do so.

7. Support young people in their daily lives through:

- Assisting to develop and maintain a high standard of personal hygiene and appearance
- Supporting young people to make appropriate choices regarding their nutritional needs.
- Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures
- Accompanying to the dentist, doctor and all other appointments as appropriate.
- Reporting to managers any concerns regarding the young people's welfare including health and safety issues in the home.
- Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual young person's interests, choices and needs.
- Accompanying young people on trips and holidays away
- Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant health and safety checks as necessary.
- Adhering to all safeguarding requirements and any procedures aimed at the protection of children.
- Following the 'the Emotional Behavioural Response Plan' to support young people in managing their own challenging behaviours
- Understanding the importance of a young person's case file and plans, and using these effectively and professionally to inform practice on a daily basis.
- To ensure, with the support of your line manager, you understand your role working within the homes Statement of Purpose and seek to promote excellence in clinical practice in line with the Quality Standards and Ofsted regulations.
- Recording accurately and professionally in line with national standards and Kennet Care's policies and procedures.
- Ensure that any incidents that have occurred during the night or any other important information is factually and promptly handed over to the AM team before leaving shift
- Attending and participating in all meetings as required including Supervision and Appraisals.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others.
- Undertake duties and flexibility to meet the needs of the young people working on a 24 hour rota system.
- To support young people with personal care if required.
- To work in a safe way, not putting your own or another member of staff's health or safety at work at risk. To ensure that all substances relating to COSHH are appropriately stored.
- To inform your supervisor as soon as possible of any intended absence from work due to sickness, or for any other reason in line with Kennet Cares guidance.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.
- To ensure you plan your days prior to and following a waking night shift, getting enough sleep to ensure you are physically and mentally prepared and able to fulfil all the necessary duties and responsibilities during your night shift

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises those tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

If you take up employment with Kennet Care this is on the understanding that the first six months constitute a probationary period and you will be required to achieve the recognised qualification in line with legislation within 2 years of employment.