



JOB DESCRIPTION

Shift Leader

- General:** The Rose Road Association is a Registered charity whose aims are to enhance the lives of disabled children, adults and their families by providing a wide range of essential, information and support services across Hampshire and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are: Working Together, Person Centred, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.
- Responsible to:** Assistant Manager
- Hours:** Contract up to 30 hours covering various shifts between the hours of 7am and 9pm. Shifts can include a combination of mornings, days, evenings, weekends and the occasional sleep-in over a four week period. Rotas are available in advance and additional hours are available during school holidays.
- Salary:** £9.30 per hour
- Conditions & Benefits** The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal. Normal Association conditions of service apply:
- 25 days annual leave per annum, rising to 28 days after five years continuous service.
 - Contributory pension scheme
 - Paid sickness (following 3 months service)
 - Training and Development
 - Employee Benefit Programme, including 'help to buy' and childcare Vouchers
- Closing Date:** 11th February 2020
- Interview Date** TBC
- DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service

Qualifications: An appropriate level 3 Diploma, or a commitment to undertake the qualification within an agreed time frame.

Purpose: Working in one of our overnight Short Break facilities:
Oaks, a six room unit for disabled adults.
Acorns, a seven bed unit for disabled children.
Your role will be to assist residents with all aspects of personal care including administration and dispensing of medication and to engage in a range of age appropriate activities, either within the accommodation itself, or within the local community, depending on an individual's choice. You will also be required to share in a range of domestic tasks.

Safeguarding – to follow the Associations policies and procedures in relation to safeguarding, To ensure that you are familiar with reporting protocols and your responsibility in identifying and acting on any safeguarding concerns, incidents, or poor professional practice within the facility. To ensure that people who use our services are protected from harm (full training provided).

Personal Care – To assist people who use our services with all aspects of personal care including washing, personal hygiene, dressing and assisting with meals (orally or through feeding tubes). To follow the Associations policies and procedures in relation to Infection Control and the safe Moving and handling of people. To ensure that dignity and respect are maintained at all times (full training provided). To ensure support workers maintain high standards of care.

Activities – To organise activities that show support and commitment to the mental and physical wellbeing of children and adults who stay with us by enabling them to participate in daily activities of their choice, such as, crafts, puzzles, sensory, swimming, day trips and recreational/leisure activities that support the achievement of set outcomes (full support provided).

Reporting and Recording - To complete clear and accurate records of the Care and Support provided. To ensure that the care and support plan is followed and any changes based on observations or feedback are reported to the Assistant Manager.

Staff – Deputise in the absence of the assistant manager. **Ensure the effective day-to-day running of Oaks & Acorns.** To mentor new staff in accordance with statutory requirements.

Communication and partnership working - Promote good staff team relationships by working constructively with colleagues, managers and members of other disciplines within the Association to ensure a consistency in the implementation of plans, policies and professional standards throughout the establishment. Hold a small case load of Service Users and be responsible for updating their Care Plan, attending reviews, producing reports and related paper work.

Transport – To ensure children / adults travel to and from school, college or day services, community facilities, as and when required and escort if necessary This post, does not require you to be able to drive.

Communication – To show support and commitment to learning and using different communication methods/aids to re-assure and support everyone who uses our services enabling maximum participation in all aspects of their stay.

Team work – To fully embrace the Associations values and to work positively as part of a team. To actively listen and respect the individuality of all staff and families. To take pride in your everyday work and to work to the best of your ability. To support colleagues and maintain positive relationships, resolving conflict as it arises. To enjoy your work. To mentor new staff in accordance with statutory requirements.

Professional Development - To attend and actively participate in team meetings, supervision and progress meetings with your line manager. To complete all required training and show a commitment to continuously improving practice. To adhere to all Association policies and procedures (on-going Training and Support provided).

To undertake other duties that may be required by The Association to contribute to the development of the service and to maintain a positive environment for the children/adults.

To demonstrate commitment to the ethos of the Association.
(Please see attached document)

PERSON SPECIFICATION – What we need from you?

Shift leader

This section outlines the things we need from a shift leader. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

| Education and training | |
|---|--------------------|
| Essential Criteria | Desirable Criteria |
| An appropriate level 3 Diploma, or a commitment to undertake the qualification within an agreed time frame. | |

| Achievements, experience, skills & abilities | |
|---|---|
| Essential Criteria | Desirable Criteria |
| Ability to work shifts including evenings and week-ends | |
| | Understanding of Ofsted and CQC regulations |
| Understanding of safeguarding | |
| Ability to provide high standards of care | |
| | Ability to lead a staff team |
| Ability to plan and organise internal and external activities | |
| Good verbal and written communication skills | |
| | Ability to produce written reports |
| | Ability to manage conflict |
| To attend training and development courses | |
| To attend team meetings, supervision and appraisals. | |

| Values and Behaviours |
|---|
| The 'I' statements describe the values and essential behaviours that we believe in at Rose Road and they apply to all staff, volunteers, trustees and the people who use our services |
| Our Values |

- Working Together
- Trust and Respect
- Person Centred
- Pride and Passion
- Quality and Standards
- Fun and Celebration

Our behaviours

I will actively Listen, to whatever is communicated to me: by gesture, facial expression, body tension or posture, sign language, objects of reference, in writing or voice. I will try to the best of my ability to understand and respond in a timely and respectful way.

I will respect others, I respect and treat others, as I would wish to be respected and treated myself. I will be honest, open and trustworthy

I will involve others, I involve individuals in coming to decisions that affect them, I offer choice and opportunities and encourage independence.

I will take pride in my everyday work, I participate and contribute to the best of my ability and share my experience willingly and freely

I will work to the best of my ability, I listen to feedback and strive to achieve high standards in my practice

I will find things to celebrate, I recognise that all achievements, no matter how small they might be are cause for celebration.

