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**Job Description: Waking Night Residential Care Worker**

**Responsible to:** Shift Leader

**Salary:** RCW Payscale

**PURPOSE OF THE JOB**: Providing care & support to residential students aged 4 to 25 years.

**KEY RESPONSIBILITIES:**

1. To provide overnight supervision and support for children and young people living in residential care
2. Ensuring a caring and supportive environment is provided and maintained for students
3. Working within the care provision to promote and develop students’ education and independence
4. To support children and young people’s social, emotional and mental health needs and manage behaviours that challenge
5. To work closely with the multi-disciplinary team to support the delivery of high professional standards of health, therapy, education and social care
6. Once trained you will administer medication as detailed in the young person’s placement plan and order and monitor medication.
7. To carry out domestic duties including, housework and laundry as required
8. To assist with personal care including morning/night time routine, washing, personal hygiene, dressing and through the night personal care where necessary, always using a person-centred approach while encouraging independence
9. To actively support the young people who are unwell, monitoring their condition by observing any changes and reporting these to the Shift Leader/Nurse
10. To ensure that placement plans are updated and implemented for all young people within agreed standards and to understand plans by reading them regularly and acknowledging changes
11. To liaise with parents, staff, and other professionals as appropriate
12. Undertaking any administrative tasks linked to the care of students e.g. keeping appropriate records, making reports as required.
13. Keeping up to date with Academy policies
14. Promoting and safeguarding the welfare of children and young persons, that the jobholder is responsible for, or comes into contact with

**OTHER DUTIES:**

1. To participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy’s Health & Safety Policy).
3. Providing cover in other areas as required.
4. To carry out any other appropriate duties requested by the Head of Department.
5. To make secure all buildings on leaving the site.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy’s Safeguarding Policy & Procedures

**The above list is indicative and not exhaustive. The Waking Night Residential Care Worker is expected to carry out all such additional duties as are reasonably commensurate with the role.**

**Person Specification: Waking Night Residential Care Worker**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications & Training | * NVQ level 3 in Care or a commitment to work towards it * Level 3 qualification in British Sign Language (if not currently held, the successful candidate must commit to studying to achieve this) | * Current First aid qualification |
| Experience | * Working as part of a team * Planning & co-ordinating activities in conjunction with others | * Working within a special school * Working within a medical, care or welfare environment |
| Knowledge & Skills | * Ability to use own initiative and exercise sound judgement * Good communicator with excellent inter-personal skills. * Ability to deal with sensitive and confidential information | * Knowledge of IT including use of e-mail, the internet and keeping electronic records |
| Personal Qualities | * Discretion, patience and sense of humour * Desire to work with young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours |  |

I accept this job description as a definition of the key responsibilities and duties of the post of Waking Night Residential Care Worker.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name..........................................