

WITHERSLACK GROUP

Waking Night Staff Job Description

NAME:

POST TITLE: Waking Night Staff

RESPONSIBLE TO: Deputy Head (Head of Care)

LIAISON WITH: Deputy Manager & Senior Staff

OVERALL RESPONSIBILITIES

- 1.1 To liaise with senior staff on arrival for duty in order to be made aware of any on-going/outstanding issues i.e. medical, behavioural, building etc.
- 1.2 To supervise young people during the hours of sleep
- 1.3 To perform routine cleaning tasks ensuring that the home is always well presented
- 1.4 To become fully conversant with the home's philosophy and policies.
- 1.5 To respect and maintain the confidential nature of the work.

1. YOUNG PEOPLE

- 2.1 To establish good relationships with young people based on confidence, trust, understanding and mutual respect, setting a good example to all staff.
- 2.2 To deal with minor problems during the hours of sleep and to alert sleeping-in staff to any major problems.
- 2.3 To take a share of responsibility for the safe supervision of young people by exercising adequate control.
- 2.4 To be aware of any problems by maintaining good communication and alleviating difficulties with resources.
- 2.5 The Witherslack Group 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.

2. STAFF GROUP

- 3.1 To participate in the home's Staff Development Programme.
- 3.2 To attend and participate in staff meetings as appropriate.
- 3.3 To participate in appropriate In-Service Training.
- 3.4 To be involved in the induction and initial support of new Staff.

3. ASSESSMENT, RECORDING AND REPORTING

- 4.1 To complete recording in respect of the Night Supervision Record Sheets
- 4.2 To contribute towards social and emotional reports as required.

5. RESOURCES

- 5.1 To maintain the orderliness of the young people living areas and social areas and clean such areas in accordance with the guidance provided.

6. SPECIFIC DUTIES

- 6.1 To assist other staff in helping young people settle down to sleep.
- 6.2 To ensure that young people with a history of enuresis are assisted in accordance with their health plan
- 6.3 To perform hourly walk through checks of the home

7. GENERAL DUTIES

- 7.1 To perform any other reasonable task that the Manager or their appointed deputy may ask from time to time.

This post is subject to an enhanced disclosure check.

SAFEGUARDING

The Witherslack Group 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.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date