

## **WITHERSLACK GROUP**

### **Waking Night Staff Job Description**

**POST TITLE:** Waking Night Staff

**RESPONSIBLE TO:** Registered Manager

**LIAISON WITH:** Deputy Manager & Senior Staff

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#### **1. 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.

#### **2. 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.

### **3. 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.

### **4. 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.

**SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.*

**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**

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Employee Signature.....

(Print Name) ..... Date .....

**Person Specification for the post of: Waking Night Staff**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working with children and young people in a residential setting</li> </ul>
<b>Education/qualifications/ training</b>	<ul style="list-style-type: none"> <li>• Requirement to achieve NVQ level 3</li> <li>• Requirement to participate in a range of training programmes provided by the Home and the Group.</li> <li>• Ability to make written recordings</li> <li>• Ability to provide verbal reports</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the needs of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific difficulties experienced by pupils</li> </ul>
<b>Skills/disposition/ Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good communication skills</li> <li>• High level of resilience</li> <li>• Ability to build positive relationships with children and young people</li> <li>• Ability to maintain professional standards at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide counselling to individual young people.</li> <li>• Sense of humour</li> </ul>
<b>Work Arrangements and availability</b>  <b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible rota to include weekend working when required</li> <li>• Ability to cope with a flexible working hours</li> <li>• Emotionally resilient</li> <li>• Good level of physical fitness (particularly with regard to Restrictive Physical Interventions)</li> </ul>	