



JOB DESCRIPTION

- 1. Job Title:** Sleep In Night Staff
- 2. Responsible to:** House Coordinator, Care Coordinators, Deputy Head of Care and Head of Care
- 3. Responsible for:** Young people and all aspects of their care at night.
- 4. Role Summary:**

To provide support and be on call for young people with learning disabilities through the night.

To meet all specified written documentation requirements i.e. recording of progress

You will be required to carry out some light household duties

To provide a warm and supportive caring environment for the young people in any given house. The house is effectively their home, therefore it is especially important to engender an atmosphere conducive to the spiritual, emotional and physical development of young people.

To work out of the mission statement and ethos of the School.

SUMMARY OF TASKS AND DUTIES

1. Care of the young people

PRINCIPLE The fostering of and respect for the potential and individuality of the young people and to actively promote the ethos of care and therapeutic principles of the School.

- To respect and maintain at all times the basic human rights of the young people.
- To protect the personal property and possessions of the young people and, where necessary, to place them under lock and key.
- To enable the young people to maintain their personal hygiene when necessary and to assist and guide them towards acquiring self-help skills.
- To enable the young people to maintain their personal property and immediate surroundings and environment in a clean and presentable condition.
- To monitor the health and emotional well-being of the young people as an ongoing process. Illnesses or matters of concern should be shared with the appropriate person(s), i.e. House Parent or experienced staff.
- To promote and foster the independence of the young people.
- To observe and to be responsible for the general physical and emotional well being of the young people.
- To protect the young people from abuse and any form of emotional manipulation that would infringe their dignity.
- To support effective communication in the home, and facilitate understanding of the young people, especially by those who may not initially comprehend either their words or their gestures.
- To encourage and maintain effective communication between all members of the house and thereby to foster a consistent and transparent approach to the overall development and welfare of the organisation.
- To support and identify all reasonable precautions that may contribute to and provide the young people with a safe and secure environment.
- To promote and support anti-discriminatory practice at all times.
- To maintain confidentiality at all times.
- To promote and support the rights of a pupil to express a choice at all times.
- To respect and acknowledge the personal beliefs and identity of the young people.
- To accompany, when requested and agreed, the young people on holidays.

2. Policies and philosophy

PRINCIPLE The creation and sustaining of a holistic therapeutic environment.

- To acknowledge and respect the potential and individuality within each human being whether that be young people or fellow staff and irrespective of special needs.
- To cultivate interdisciplinary communication and co-operation between all staff.
- To read all policies and be familiar with them. To ensure understanding and act accordingly.
- To communicate effectively. Receive telephone calls, record and forward messages.
- To contribute to the effective organisation and running of the houses by doing laundry, cleaning etc., when possible.
- To maintain the School's ethos of openness and honesty, especially concerning potentially difficult, problematic and emotive issues.
- To maintain an appropriate attitude towards the young people. Respect their individuality and their special qualities and gifts as well as their trials and difficulties and act accordingly.
- To maintain reliability and consistency in all tasks in the house and observe punctuality.
- To develop an on going motivation and ability to engender positive and mutually respectful relationships with other staff and individuals attached to the School.
- To develop the ability to demonstrate initiative and to be forward thinking. Carry responsibility for ones' whereabouts and actions whilst making good use of available time.
- To maintain and record all appropriate documents and records as required on behalf of the young people.
- To attend any necessary and appropriate meetings to either resolve an important issue or to develop and participate in the development of actions plans to resolve an issue.
- To be familiar with and promote good standards of health and safety, fire precautions and prevention and bring to the attention of the appropriate person any concerns that need addressing.
- The Sheiling School is subject to unannounced inspections from various bodies. To receive such individuals with the dignity and respect you would afford any visitor to your home.
- To take part in training courses, as directed.

3. Training, management, compliance and personal development

- You will need to be familiar with the community's policies and procedures, e.g. on safeguarding, missing person, complaints procedures etc.
- You will be involved in regular supervisions with your Line manager. At these sessions your responsibilities will be reviewed and further training needs identified and agreed.

4. Mission Statement of Thornleigh Camphill Communities

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities.
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work.

5. General information

Staff must not smoke or consume alcohol in the presence of the young people and while on duty, nor be under the influence of any substance, which may impair their judgement.

Although based in one area, staff may be requested to move to another if so required by their line manager. This may happen at short notice.

This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.