



**Underley Garden**

## Job Description

- 1. JOB TITLE** Night Care Worker
- 2. ACCOUNTABLE TO** Registered Manager  
Duty Manager / Senior Night Care Worker

### 3. Key Result Areas

*The post holder will:*

- facilitate learning, care and welfare in a variety of different environments
- be supportive to all children and young people on roll
- develop understanding of the specific needs of the children and young people in their house
- work in partnership with parents/carers, colleagues and supporting professionals
- be expected to continuously develop in their role

### 4. General Responsibilities

*The post holder will:*

- safeguard and promote the welfare of children and young people
- work in accordance with professional practice, statutory and legal requirements and the policies of Underley Garden School
- take on specific tasks related to the day to day administration and organisation of the school
- take whole school responsibility for specific areas of work which will be reviewed annually then negotiated and agreed within the performance management cycle and school improvement process
- take on any additional responsibilities which might from time to time be determined

### 5. The Working Day

Night Support Workers hours are from 10.30pm until 09.00am with access to advice from sleep-in Duty Officers at night. Garden School staff must expect to work the time dictated by the needs of the young people and this requires flexibility from staff.

### 6. ACCOUNTABLE FOR

- 6.1 To work as part of an integrated house team
- 6.2 To provide waking supervision throughout the night of a group of young people in a residential unit.
- 6.3 To provide simple medical and physical care of the young people to call assistance if needed.
- 6.4 To record a log, details of incidents etc, as required by procedure
- 6.5 Liaising with all parties throughout the night as required by the Duty Manager, SI, Key Worker.

6.6 Safeguard the welfare of all Young People and staff at all times

## **7. COMMUNICATION**

The Night Support Worker must keep the House staff fully informed of all significant matters relating to CYP within his/her delegated authority, NCW must consult with the Duty Manager if these matters of concern are felt to be significant.

## **8. RELATIONSHIPS**

In addition to the relationships determined by the structure of lines and accountability, close working relationships should be maintained with:-

8.1 Senior Staff and Duty Manager

8.2 Relevant medical and nursing practitioners

8.3 External bodies as required.

8.4 Keyworkers

8.5 Other Night Attendants

8.6 Learning Mentors

## **9. KEY AREAS OF WORK**

9.1 The security of the house during the sleeping hours of the staff and young people.

9.2 To ensure, by a personal count, that the number of young people handed over by the Keyworkers is Correct at regular intervals throughout the length of the shift

9.3 To tour the house at frequent intervals if required or remain outside a young person's room consistently during the period of duty and to ensure that:-

- a) All windows and doors are secure where appropriate.
- b) All young people are present, in their allocated places, and safe and well.
- c) A written record is kept at all times of inspection tours and incidents occurring.

9.4 To be prepared to issue appropriate requests such as toiletries and bed linen to young people as required.

9.5 To be prepared to issue medication to young people as required and record in line with policy and procedures when and if appropriately trained.

9.6 To be aware that a Duty Manager is on call at all times and to be prepared to report all serious incidents which occur during the period, at any time, and take all necessary action as directed by the Duty Manager or in line with policy and procedures.

- 9.7 To answer the internal telephone and record all messages.
- 9.8 In case of fire to sound the Fire Alarm, and assist in the evacuation of the building. To be on hand to give the correct number of young people, if required and the location of the fire.
- 9.9 To ensure that no unauthorized persons enter the building during the period of duty.
- 9.10 To hand the house and young people over personally to the day staff, with written hand over sheets.
- 9.11 To be prepared (in the event of staff being late, delayed or have reported sick) to remain at post until relieved, even though this would mean remaining on duty after normal finishing times by direction of the Duty Manager.
- 9.12 To be alert and observant with regards to the well being of the young people, and to possess and use practical nursing skills when the need arises.
- 9.12 a) Monitor significant and designated Medical Needs of Young People
- 9.13 To undertake light household duties throughout the night as required- directed by Keyworker.
- 9.14 To be prepared to specifically contribute to a young person's placement plan, where appropriate and as directed by the House Leader.
- 9.15 To be prepared to take responsibility for waking the sleep-in staff and giving early morning calls to young people as required.
- 9.16 To be prepared to make light snacks for young people on occasions, as appropriate.
- 9.17 To ensure breakfast preparations for young people are underway prior to calling sleep-in staff.
- 9.18 To undertake escort duties to hospital, police station etc, when required to do so.
- 9.19 To be prepared to deal with enquiries from within the local community regarding young people and to deal with these enquiries with courtesy and sensitivity.

## **10. ADDITIONAL DUTIES**

It is the nature of the work of The Garden School that tasks and responsibilities are, in many circumstances, unpredictable and varied and will include weekend and evening work. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job , it will be included in the job description in consultation with the member of staff.

## **11. CONFIDENTIALITY**

It is expected that all Garden School employees will understand that our work is confidential and that personal details about Garden School's young people, families and staff should **NOT** be divulged to members of the public.

## **12. EQUALITIES**

The Garden School affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. The Garden School will ensure that discriminatory practices introduced in all areas of employment.

## **13. CONDITIONS OF SERVICE**

The Conditions of Service are set out in The Garden Schools Handbook.

The Garden School has a probationary period of up to one year but in the first instance 6 months.

### *Other Duties and Responsibilities*

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*