**** Job Description

# Job Title Deputy Care Lead

**Location Henshaws College, Harrogate**

**Salary** £11.43 per hour / £23,774.40 per annum

**Band** E

**Hours per Week** 40

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Care Lead

**DBS Check** Enhanced Check with adult barring list and child barring list

**Job Summary**

To manage a team of SEN Care Support Workers to provide a safe, effective, responsive, caring and well-led service that focuses on a person centred approach to meet the care and learning needs of our students.

**Key responsibilities**

* Manage a team of SEN Care Support Workers, carrying out regular supervisions, appraisals and observations in order to provide appropriate feedback and support individuals’ to develop and progress their skills.
* Challenge poor practice and ensure that concerns are raised with the Safeguarding Board as required.
* Write and review person centred, accurate care plans and risk assessments, liaising with colleagues across the college to deliver a holistic approach.
* Be responsible for monitoring your teams training, ensuring that safe levels of mandatory and service specific training is maintained at all times.
* Support the Care Lead with recruitment and retention for your service.
* Undertake student assessments in the absence of the Assessment Officer.
* Support the Care Lead to ensure that all staff receives rigorous inductions to the service.
* Support the Care Lead in developing and implementing the vision and strategy for the service.
* Be responsible for your own CPD and ensure that you keep up to date with changing regulations and governance with CQC and OFSTED and the law.
* Ensure that staff are accountable and take responsibility for their actions whilst encouraging and promoting staff development.
* Ensure that the service and team members work with the framework for all regulatory bodies.
* Support the Care Lead with EHCP care targets, goals setting and progress.
* Prepare for and attend EHCP reviews.
* To be part of the on call rota.
* Carry out the care requirements for each student as directed on their individual care and support plan. This may involve intimate personal care, feeding (potentially PEG feeding), toileting.
* Manage and administrate student’s medication in accordance with policy and procedure.
* Liaise with the Clinical Lead to ensure that all complex care needs are met effectively.
* Accurately and appropriately record and report students’ needs and progress including keeping rigorous Medication Administration Records.
* Keep up to date and remain fully aware of the students’ difficulties and disabilities and any care and medication requirements of those students.
* Ensure that appropriate care equipment is used after training and work as trained.
* Deputise for the Care Lead when required.
* Report any concerns to the Care Lead or any other manager which may affect student/staff welfare or safety.
* Assist all students in any way which promotes and enables their development and independence.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures. To provide operational Health, Safety and Wellbeing leadership across all areas of the team and wider organisation. To take action to prevent accidents, injuries and work related illness.

Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.

* Attend and contribute to termly staff meetings as required.
* Work as trained and follow the Society’s Policies and Procedures at all times
* Actively promote Henshaws Equality & Diversity Policy.
* To undertake specialist training depending on the needs of the students
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Undertake train the trainer courses and deliver the training as and when required to suit the needs of the service.
* Complete competency assessments when required and maintain these in line with specific policies and procedures, ensuring they are of high quality and are kept up to date.

**Line Management Responsibilities**

* Lead and motivate to enable staff to work effectively, in a supportive and inclusive environment.
* Actively support staff wellbeing and a culture of positive mental health across the charity.
* Role model Henshaws values and adhere to Code of Conduct at all times, challenging behaviours which do not meet these values
* Demonstrate a commitment to Henshaws Strategic aims and embed a culture of sharing skills and specialisms which can be can be packaged into knowledge
* Carry out regular 1:1s and schedule team meetings as appropriate
* Undertake annual appraisals with staff members
* Undertake effective inductions for new team members and for staff returning from long absence
* Support appropriate staff learning and development within your staff team and ensure mandatory/statutory and role specific training for all team members is in date.
* To provide operational Health and Safety leadership across all areas of the team and wider organization - take action to prevent accidents, injuries and work related illness.
* Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* To abide by GDPR legislation and Henshaws Data Protection Policy at all times and ensure compliance by team members.
* Responsible for the recruitment of new staff within specific area, once appropriate support/training has been given
* Manage sickness absence fairly and effectively in line with Henshaws policies and procedures
* Manage performance and conduct issues fairly and consistently, taking advice from the HR department where appropriate

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures at all times.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Any other duty as required by the line manager commensurate with the post.

**The postholder must comply with the Health & Safety requirements of the Society, operate within the employee code of conduct and respect confidentiality at all times.**

**Please Note**

For the first two weeks of your employment you may be required to work different hours to those for which you are contracted. This is in order that we can provide you with the necessary training and induction to enable you to do your job. This induction period will be discussed and agreed with you by your Senior Care Officer before you start working.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist. All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Good standard of literacy and numeracy | **E** | Application form  |
| Willingness to assist students with any personal care requirements as needed | **E** | Application form/Interview |
| Willingness to support students in a way that promotes their independence and development | **E** | Application form/Interview |
| The ability to keep calm under pressure when dealing with challenging behaviours | **E** | Application from/Interview |
| Recent experience of working with young adults | **D** | Application form |
| Awareness and respect of student’s rights | **D** | Application form/Interview |
| Willingness to undertake and achieve Skills for Care Induction Award within 12 weeks if no formal care qualifications | **E** | Interview |
| Enthusiastic, respectful and sensitive attitude to our client group | **E** | Interview |
| **General & Specialist Knowledge** | Knowledge of different learning disabilities | **E** | Application form/Interview |
| Previous experience of working with people with learning disabilities | **D** | Application form/Interview |
| Knowledge of care work and what this will involve including understanding dignity and respect | **E** | Application form/Interview |
| Previous experience of working in the care sector and providing personal care | **E** | Application form/Interview |
| Commitment to furthering student’s independence | **E** | Interview |
| Ability to promote the student group in a positive and professional manner | **E** | Interview |
| Awareness of equal opportunities issues relating to this area of work | **D** | Interview |
| Knowledge and experience of health and safety issues relating to this area of work | **D** | Interview |
| **Education & Training** | NVQ 2/Diploma in Health and Social Care | **E** | Certificate |
| Equivalent of 2 GCSEs in Maths and English at Grade C or above | **D** | Certificates |
| **Special Requirements** | To fully support our students you must be able to push a wheelchair around college and in the community and assist the student into and out of the wheelchair if required after having training | **E** | Interview |
| To fully support our students you must be able to take lead role in moving and handling needs and the use of hoisting equipment. | **E** | Interview |
| Flexible approach to working hours and ability to work the hours which meet the establishment’s need.  | **E** | Interview |
| Commitment to undertaking any training & personal development required which may take place in college holidays | **E** | Interview |

Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.

Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.

Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.