

	<b>Role Profile</b>
<b>Job Title</b>	<b>Night Supervisor</b>

<b>Salary range</b>	
<b>Contract</b>	Full Time
<b>Main location</b>	Portland College
<b>Hours and basis</b>	31.5 hours (7days on, 7 days off)
<b>Reports to</b>	Assistant Principal Care & Designated Safeguarding Lead
<b>Date of issue</b>	November 2021

#### Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. There are 200 learners and citizens and 400 staff. We need caring and compassionate people, who can show commitment to these positive values and deliver safe care with energy and enthusiasm.

A Night Supervisor is responsible for the general supervision of the direct support provision of a team of night carers during a waking night to ensure that learners/citizens receive and experience person-centred. You will be proactive in ensuring that quality care is available to all learners/citizens through the direct monitoring and management of staff performance and by acting as an excellent role model.

#### What you will be doing

##### **Delivering person centred care**

- For each citizen/learner, maintain full and accurate person-centred assessments, night care support plans and reporting systems in accordance with internal and regulatory requirements, which are formally assessed, regularly reviewed with consent obtained.
- Ensure safeguarding and the principles of the 2005 Mental Capacity Act are embedded in service delivery, promoting citizens/learners' rights and choices at all times and ensuring formal MCA Assessments and DoLs authorisations are in place when applicable.
- To monitor the well-being and safety of citizens during the night and escalate and report any concerns without delay.
- Where applicable, to be responsible for the dispensing of citizens/learners' medication using College procedures, reporting any medication errors or omissions, including 'near misses', in a timely way.
- To be responsible for managing and monitoring PEG processes.
- To ensure staff are delivering the agreed programme enabling citizens/learners to develop skills and gain new experiences.
- To formally assess citizens/learners' progress against their night support plan and any relevant aspiration or qualifications.
- To liaise effectively with family members, advocates and relevant professionals (internally and externally) to ensure that health and care needs of the learners/citizens are met.
- To maintain accurate, legible and dated records based on the care and support delivered to citizens during the night, producing specific reports and providing

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evidence where required to show the citizen's development towards identified objectives in their night care support plans

- To attend and effectively contribute to citizens/learners' reviews (internal and external) where appropriate.

### **Staff Management and Supervision**

- To ensure that staff are following the citizens' plans of care and working towards individual timetables at all times.
- To ensure that staff are delivering a high standard of personal care in line with appropriate regulations and departmental best practice.
- To monitor standards of night care through quality walks and practice observations and provide evidence and data to support all Quality Assurance activity.
- To provide coaching, guidance and advice to Care Support Workers on achieving high standards of personal care.
- Completion of the supervision schedule for own staff caseload and completion of annual IPRs in line with agreed timeframes.
- Completing managerial tasks as required through the 'My HR' system.
- Identify ongoing staff training needs and ensure staff are up to date with all mandatory training.
- Manage the night staff rotas ensuring there are sufficient numbers of suitably qualified and skilled staff allocated appropriately to meet the service needs at all times.

### **Health & Safety**

- Overnight site management – resetting alarms, secure doors, etc.
- In the event of an emergency, maintain sole responsibility of site in partnership with on call manager/emergency services, until on call support and/or emergency support arrives

### **Other Duties & Responsibilities**

- Demonstrate commitment to your own continuous professional development (CPD) and ensure your training is up to date
- To work flexibly when required (on a rota basis) to meet the needs of College
- Delivery of staff training across all departments in the organisation
- Support planned recruitment activity in the service as and when required
- Promote and maintain all aspects of good teamwork in the Service and take personal responsibility towards ensuring team's healthy functioning
- Participate in the agreed system of appraisal and own performance review

### **Key results we want to see from this role**

- Positive feedback from citizens/learners, parents/carers, other stakeholders and team members about the services and care and support you co-ordinate.
- Progression of citizens accessing the Service through skills development and achieving identified goals / personal outcomes.

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- Safe delivery of services to ensure the wellbeing of all citizens/learners is achieved at all times during the night.
- Development and delivery of night care support plans for citizens/learners.
- Assessing progress of learners/citizens against night support plan objectives.

#### Dimensions of the role

- Coordinating a team of night care staff (circa up to 10).
- Direct supervision and appraisal of staff team members (typically up to 10).
- Day-to-day night decision making within agreed parameters

#### Key work relationships

- To work in collaboration and under the guidance and direction of the Assistant Principal Care, Service Managers, Senior Management Team and Designated Safeguarding Team as required.
- To liaise and sustain positive working relationships where required with relevant internal and external professionals to ensure that health and care needs of the citizens are met, i.e. Tutors, Social Workers, Therapies Teams etc.
- Positively representing the Night Team to internal and external stakeholders.

#### Working Environment and Working Pattern

The role will generally involve working 7 days on and 7 days off shift pattern in either of the night teams, 6.45am to 10.30pm. However, some flexibility will be required to work outside of these hours to meet the operational needs of the service.

The role is office based on the Portland campus but will occasionally involve some element of shift working when required. Also, you may also be expected to work across all regulated services and from other community locations when required.

#### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.