

**Policy Document No: Per 1.1.2**

Night Care Supervisor Person Specification

**Job Title:** Night Care Supervisor

**Job Vacancy No:**

**Establishment:** Hesley Village and College

	<u>Essential</u>	<u>Desirable</u>
<b><u>Knowledge</u></b>		
1 Knowledge of adult learning disabilities and/or special needs including recent developments	✓	
2 Detailed knowledge of relevant Care Standards		✓
3 Knowledge of the Mental Capacity Act and the relevance of a person centred approach in Adult care service provisions.	✓	
4 Knowledge of care assessment and planning processes		✓
5 Knowledge of effective direct management practice including the principles of formal performance assessment processes		✓
6 Knowledge of recognised positive approaches to working with challenging behaviours associated with learning difficulties.	✓	
7 Knowledge of safeguarding procedures to include management responsibilities for ensuring equal opportunities for staff and residents	✓	
<b><u>Skills and Abilities</u></b>		
1 Ability to attend work punctually, reliably and meeting the requirements of the established rota.	✓	
2 Ability to understand and monitor and audit the implementation of resident care plans		✓
3 Ability to recognise and meet the individual needs of residents through the effective management of others	✓	
4 Ability to influence the practice of a staff team through effective line management and promotion of non aversive approaches	✓	
5 Ability to translate into practice the requirements of company policies and procedures and relevant care standards	✓	
6 Ability to communicate clearly to others	✓	
7 Ability to form and promote positive relationships with people with a learning disability	✓	
8 Ability to promote a culture of quality service through effective supervision and appraisal of a staff team.	✓	

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| <b>9 Ability to develop the knowledge and skills of others through constructive feedback, mentoring and coaching and actively challenging bad practice</b> | ✓ |
| <b>10 Ability to pro-actively monitor and address staff attendance concerns through timely implementation of procedural reviews.</b>                       | ✓ |
| <b>11 Ability to use appropriate physical interventions and undertake physical exercise with residents</b>   | ✓ |
| <b>12 Ability to contribute to the training of other staff</b>   | ✓ |
| <b>13 Ability to chair team meetings and communicate information in a clear and professional manner using the required level of confidentiality</b>        | ✓ |
| <b>14 Ability to read, understand and produce written material of a professional nature.</b>   | ✓ |
| <b>15 Ability to manage delegated human resources efficiently</b>  | ✓ |

### Qualifications

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|---|---|
| <b>1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff</b> | ✓ |
| <b>2 NVQ 2 in Health and Social Care</b>  | ✓ |
| <b>3 Clean, current car driving licence (where minibus driving required)</b>  | ✓ |

### Experience

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|--|---|
| <b>1 Significant experience of care support work at a standard assessed as competent in all aspects of the job</b> | ✓ |
| <b>2 Experience of working in a first line supervisory role</b>  | ✓ |
| <b>3 Experience of influencing the practices of others</b>   | ✓ |
| <b>4 Experience of effective deployment of a staff team to meet the needs of residents</b>                         | ✓ |
| <b>5 Significant experience of working with adults with learning disabilities</b>                                  | ✓ |
| <b>6 Experience of planning and organising activities appropriate to individual needs and abilities</b>            | ✓ |