



POST:	SENIOR MENTOR-FULL TIME PERMANENT
SALARY:	Up to £21,736 per annum, based on a 44-hour week – plus the potential to earn up to £8,828 per annum for sleeping-in allowance
LOCATION:	EASTBOURNE / HASTINGS / SCOTLAND
REPORTS TO:	DEPUTYMANAGER /HOMEMANAGER / DIRECTORS

MAIN PURPOSE OF JOB:

- To be responsible for the promotion of best childcare practice, in accordance with Anderida policy and procedure.
- To provide care for young people in residence, participating in the assessment of their needs and the implementation of plans for their future using positive leadership and role modelling.
- To assist the Manager and Deputy Manager in the administration of the home.
- To provide, as a team member and individually, an environment in which the needs of each resident are met i.e. physical, social, cultural, educational, and recreational, in a professional manner consistent with the aims and objectives of Anderida.
- To supervise and support members of staff in the daily running of the home, demonstrating commitment to a high quality of service, consistent with the Policies, Aims and Objectives of Anderida Adolescent Care.
- To oversee the personal and professional development needs of supervisees.
- To demonstrate a concrete commitment to equal opportunities and anti-discriminatory practice.

RESPONSIBILITIES, DUTIES AND TASKS:

The Senior Mentor will be responsible for -

- 1.1 The care of physical and personal needs of residents including:
 - a) Providing for their basic needs
 - b) Providing for their social, emotional, cultural, religious, and recreational needs
 - c) Participating in the formulation of care plans
 - d) Participating in educational and training activities#
 - e) Developing individual guidelines and risk assessments
- 1.2 Forming relationships with young people which will facilitate the care and assessment process and encourage them to participate fully in the opportunities offered by the Home;
- 1.3 Accompanying young people on outside activities, sometimes overnight or overseas.
- 1.4 Ensuring that supervision and support for young people is maintained.
- 1.5 Being equipped and prepared to physically intervene if required to keep the young people and wider community safe.
- 1.6 Encouraging the resiliency and independence skills of residents.

- 1.7 Participating in the formal assessment process, providing oral and written contributions to reports where appropriate.
- 1.8 To oversee keyworkers and care planning is all up to date/current/relevant
- 1.9 Keeping accurate and detailed case records using Anderida Adolescent Care's case recording system.

Team Management

- 2.1 Participate fully in the working rota (160 hrs per 4-week period), including sleeping in duties on a regular basis and on call duties as directed.
- 2.2 To take responsibility for leading the shift when on duty.
- 2.3 Ensuring all handover and allocated tasks are completed promptly daily.
- 2.4 Participate in the decision-making process of the home, including case conferences, LAC reviews, care planning, staff meetings and residential meetings.
- 2.5 Actively promote the role of the home; positively liaising with the local community, assisting in developing and maintaining good links with the local community.
- 2.6 Assisting in domestic chores within the home including such duties as cleaning, laundry, cooking, and maintenance.
- 2.7 To undertake on call duties, within and outside of work hours
- 2.8 To support the manager in times of sickness with shift swaps and providing extra cover at the last minute
- 2.9 To be able to undertake extra duties including internal and external meetings
- 2.10 To provide high quality supervisions in an appropriate environment outside of shifts
- 2.11 To support appraisals outside of shift duties
- 2.12 To attend all scheduled monthly management meetings except for when on annual leave
- 2.13 To attend all monthly core team meetings except for when on annual leave
- 2.14 To ensure that conduct both within the workplace and outside, does not reflect adversely on Anderida Adolescent Care or its residents.

Personal and Professional development

- 3.1 To participate in staff development and training programmes (on some occasions delivering training programmes), including formal and group discussion, encouraging, and supporting staff in their development and training.
- 3.2 To undertake formal and informal supervision meetings for a section of the core team ensuring that these are consistent with Anderida policies, providing positive re-enforcement and constructively addressing practice issues.
- 3.3 To induct new staff in line with the Children's Workforce Development Council's Induction Standards
- 3.4 To complete annual appraisals and six-monthly CHAT's / PDP's for your own development and with supervisees for whom you are responsible
- 3.5 To provide observations of staff to support project workers achieving their qualifications
- 3.6 To regularly update and refresh yourself with Anderida policies and procedures.
- 3.7 Attend and take an active part in team meetings and management meetings.
- 3.8 To maintain personal and professional development to meet the changing demands of the job, keeping up to date with developments in theory and practice of childcare.
- 3.9 The Senior Project Worker has a special responsibility to promote the ethos of Anderida Adolescent Care and in practice, may be required to undertake other duties from time to time, as directed by the Home Manager.

CONTACTS:

In all contacts, the post holder will be required to present a good image of the Directors and the Organisation as well as maintaining constructive relationships.

Internal - All Mentors, Senior Mentors, Home Managers, Directors

External - Service Users, Youth Offending Teams, Police, Significant Other Support Networks (integrated services, education, youth service)

NOTES:

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

Anderida Adolescent Care reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Anderida Adolescent Care Equal Opportunities policy.

PERSON SPECIFICATION – SENIOR PROJECT WORKER

Method of Assessment: Application Form, Supporting Statement, and formal interview

Skills and Abilities

- a) Ability to maintain an open dialogue with colleagues and the management team
- b) Ability to contain organisational stress and stress of others.
- c) To be flexible, creative, and resourceful, maintaining a good sense of humour and a high level of motivation in all aspects of the role
- d) To have excellent interpersonal skills
- e) To have good communication skills, I.T. skills and excellent organisational skills
- f) Ability to act decisively and make valid decisions when under pressure

EXPERIENCE

- a) At least two years' experience in residential childcare is essential

KNOWLEDGE

- a) A good knowledge of relevant childcare legislation, procedures, and responsibilities.
- b) A good knowledge of National Care Standards and Safeguarding Procedures.
- c) A good understanding of Every Child Matters framework.

EDUCATION / PROFESSIONAL QUALIFICATIONS

- a) A good level of relevant training/education and NVQ3/Diploma level 3 in the Care of Children and Young People, or equivalent, is essential.
- b) A level 4 qualification, or an ability to undertake Level 5 Diploma in the Care of Children and Young People/equivalent, is essential.
- c) A desire to undertake TAQA (Assessing award) is desirable