



Role Profile

Job Title

Assistant Night Supervisor

Salary range

Salary Point 29

Contract

Permanent 52 weeks

Main location

Portland College

Hours and basis

31.5 hours (7days on, 7 days off)

Reports to

Night Supervisor

Date of issue

February 2025

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 240 learners and citizens and 500 staff. We need caring and compassionate people, who can show commitment to these positive values and deliver safe care with energy and enthusiasm. As Assistant Night Supervisor, you will support the Night Supervisor in overseeing night carers to ensure learners/citizens receive person-centred care.

What you will be doing

Delivering Person-Centred Care:

- Maintain accurate, person-centred assessments, night care plans, and reports, ensuring compliance with internal and regulatory standards, with regular reviews and required consent.
- Embed safeguarding and the principles of the 2005 Mental Capacity Act in service delivery, upholding citizens'/learners' rights and ensuring necessary MCA assessments and DoLS authorizations are in place.
- Monitor citizens' well-being and safety during the night, promptly escalating and reporting concerns.
- Dispense medication in line with College procedures, ensuring prompt reporting of errors, omissions, or near misses, whilst also managing and monitoring PEG processes responsibly.
- To assess citizens'/learners' progress against their night support plan and any relevant aspiration or qualifications.
- Liaise effectively with family members, advocates and relevant professionals (internally and externally) to meet night care plan objectives
- Maintain clear, dated records of care and support provided, producing reports and evidence of progress toward night care plan objectives.
- Attend and contribute effectively to internal and external citizen/learner reviews as required.

Staff management and supervision:

- To ensure that staff are delivering a high standard of personal care in line with care plans and individual objectives, appropriate regulations and departmental best practice.
- Observe night care through quality walks and practice observations and provide evidence and data to support all Quality Assurance activity.
- Provide coaching, guidance and advice to Care Support Workers on achieving high standards of personal care.
- Completion of 'My HR' managerial tasks, supervision schedule for own staff caseload and completion of annual IPRs in line with agreed timeframes.
- Identify ongoing staff training needs and ensure staff are up to date with all mandatory training.
- Effective allocation of night staff resources to ensure high quality and safe care support.

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



Role Profile

Job Title

Assistant Night Supervisor

Quality and compliance:

- Support the Night Supervisor to implement and maintain the College's quality assurance process
- Attendance in absence of the Night Supervisor at Care Management Meetings
- To support the Night Supervisor in ensuring the service meets, and indeed exceeds, the requirements of all applicable Care Legislation
- Compliance with Infection Control Policy & Procedures and accountability in minimising infection risks to yourself and others, up to date with mandatory training and reporting IPC risks

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.

Dimensions of the role

- Line management of Night Care Support Staff
- Supporting the Night Supervisor on resource allocation (e.g. staff levels, day to day expenditure within pre-defined limits)
- Deputise for the Night Supervisor during period of their absence

Key work relationships

- To work in collaboration and under the guidance and direction of the Night Supervisor
- Be fully committed to your own continuous professional development (CPD)

Working Environment/Working Pattern

The role will generally involve working 7 days on and 7 days off shift pattern in either of the night teams, 10.00pm – 7:00am. However, some flexibility will be required to work outside of these hours to meet the operational needs of the service. This may include working evenings, weekends and bank holidays when required. The role is based on the Portland Campus. However, you will also be expected to work across all community hub sites and locations when required and maintain regular contact with these.

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, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff. Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties. 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. 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.