

Candidate
Information for
Assistant Unit Leader



 Nottinghamshire
County Council



About Clayfields House

Clayfields House is a Local Authority **Secure** Children's Home (LASCH) and is part of Nottinghamshire County Council. We are a national resource providing **secure** care, education and specialist interventions for up to 20 vulnerable young people between 10 and 18 years of age.

Within the centre, a total of 12 beds are contracted to the Youth Justice Board with the other 8 available to Local Authorities to purchase for young people secured under Section 25 of The Children's Act.

By **secure**, we mean that all doors within the Centre are locked. Young people are supervised at all times, unless they are in their own bedrooms. All communal areas have CCTV in operation in order to assist in the safety of staff and young people. All staff carry personal 'minders' and have a set of keys that are attached to them at ALL times.

Young people are secured at Clayfields House whilst serving a sentence, on remand waiting to attend court or, are a Section 25 Welfare order. These young people are secured due to extreme risks or ongoing severe issues in the community.

Our philosophy is that change is always possible and that even the most distressed, disenfranchised, and difficult to engage young people, can make successful progression into a productive adulthood.

It is our mission to provide secure care, education, training and specialist interventions of the highest quality for the most vulnerable and challenging young people in England and Wales.

We are situated in Stapleford which is a small town between Nottingham and Derby and easily accessible from the M1 via junctions 25 or 26.

More about Clayfields

At Clayfields House everything is specially designed to be secure and safe for young people with challenging and high risk behaviours. We take great pride in the quality of care we offer and the facilities available for our residents.



Every young person benefits from their own bedroom with en-suite facilities. Bedrooms are specifically designed to be safe. There is access to the education ICT system for homework, a multimedia system (linked to our positive behaviour incentive scheme) and the potential for the young person to individualise the living space and make it their own and feel homely within the boundaries of being in a secure unit.

Ofsted said “the building is secure and in a very good state of repair. Communal areas are warm and friendly, creating a homely atmosphere. Young people are relaxed and at ease in their environment”.



Young people benefit from at least at least 20 hours of structured enrichment activities per week to further enhance and promote positive life style and the development of skills and hobbies. Staff are creative in providing activities in this controlled environment.



Ofsted said “the home has excellent facilities that allow for a wide range of activities to take place. Activity and enrichment programmes are meaningful, well planned and link into individual plans”.

Role Description:

The role of Assistant Unit Leader within Clayfields House is fast paced and has many facets. You will be assisting in developing and implementing the philosophy of the unit, contributing to the development of services for young people and their families along with reviewing the effectiveness, quality and equality of service delivery. You will also be responsible for maintaining security, safety and following the procedures and boundaries as set.

You will, following your induction, become an allocated Case Manager for two young people supported by a Key Worker, Co-Key Worker and Intervention Worker. This will require you to devise bespoke behaviour management plans and care plans along with providing detailed progress reports, with the assistance of others, for various review meetings attended by external professionals linked to the young person.

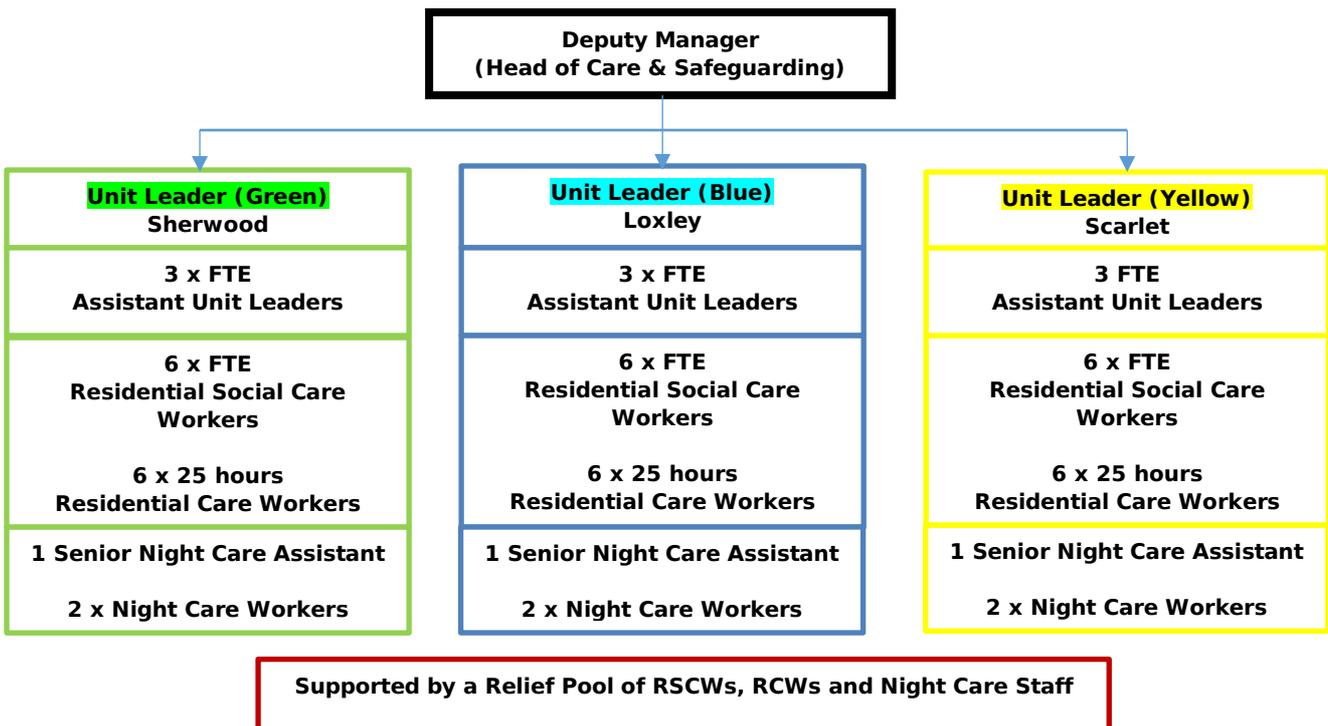
You will spend much of your time as the shift leader on your allocated house unit where you will be able to build up positive close working relationships with the young people. You will also have a small amount of allocated administration time off the unit. It is important that you are resilient and able to keep pace with the ever changing behaviour of the young people, yet remain within the plans that are in place.

Ofsted said ‘building and maintaining relationships with young people who are often in crisis when admitted, is a real strength. These relationships withstand challenges and at times rejection due to the persistence of staff who work through periods of difficulty in a systematic, resilient and non-judgemental way’.

As an Assistant Unit Leader, you will also be responsible for managing a small team of staff on one of the house units providing support, training and motivation to develop your team to be ambitious in achieving the highest possible performance and service levels in line with the service plan, and the best outcomes for the most disaffected young people in society.

The Clayfields House team:

Clayfields House overall is a multi-disciplinary centre which includes education staff, offending behaviour workers, CAMHS and support staff. The residential care team members are allocated to one of three bands which are Blue, Green or Yellow. We then have three staff teams per band covering Sherwood, Loxley and Scarlet Units. See below structure chart which best explains this.



Each one of the three teams are made up of:-

- 1 x Assistant Unit Leader
- 2 x Residential Social Care Workers
- 2 x Residential Care Workers
- 1 x Night Care Assistant

For every shift there is a Duty Manager (this is either a Unit Leader or an Assistant Unit Leader) who is responsible for the running of the centre and who offers support and guidance throughout. Above them there is the Senior Management Team made up of four Deputy Managers / Heads of Departments who are led by the Centre Manager, they are:

- Deputy Manager (Head of Care & Safeguarding)
- Deputy Manager (Head of Education)
- Deputy Manager (Head of Intervention, Health & Strategic Services)
- Deputy Manager (Head of Support Services)

Ofsted said “the (The Registered Manager) is supported by an effective management team that provides strong, clear leadership and that has high expectations of the staff team”.

There is a thorough induction programme which covers all aspects of working at Clayfields House along with specific role based induction and mandatory training.

Clayfields House provides and encourages progression through ongoing training and development opportunities. You will also receive regular supervision with your line manager.

Ofsted said “there is a thorough and well planned training programme for all members of staff and this, combined with the supervision and support which all staff receive, ensures that the staff team is skilled and competent. A well planned and thorough induction programme is put in place for every new member of staff”.

The person we are looking for:-

- ✓ Must have a minimum of 3 years residential child care experience
- ✓ Must be qualified at NVQ or Diploma level 3 (CCYP or H&SC) plus 1 year post qualifying experience
- ✓ Must have experience of working with and managing challenging behaviour
- ✓ Must have experience of delivering formal supervision

Please see the person specification and job description for full details / requirements.

Our young people need staff with:

- ✓ Emotional resilience
- ✓ An ability to work under extreme pressure
- ✓ Ability to work with the most challenging young people in society
- ✓ Are good a communicator at all levels e.g. young people, colleagues, senior managers and external professionals
- ✓ Ability to advocate for the young person
- ✓ Ability to be an excellent role model
- ✓ Have a 'pro solution focused' approach to your working
- ✓ Ability to see problems as challenges
- ✓ Assists us in maintaining our "Outstanding" judgement
- ✓ Lastly and most importantly, bring along 'fresh ideas'

Ofsted said "The social worker of one young person said, 'this young man has made massive progress during his time there. His education, social skills, self-care skills and confidence have all grown immensely. They have found and recognised issues that we didn't know existed and he has developed a range of new skills which the home has introduced, such as him learning to play the guitar'".

What do Nottinghamshire County Council and Clayfields offer you?

- ✓ Excellent induction and career progression
- ✓ Excellent supervision and support arrangements, including clinical supervision where necessary
- ✓ Generous annual leave provisions, in addition to 8 days statutory bank holiday entitlement.
- ✓ Special leave provisions for employees with caring responsibilities
- ✓ Special leave for the observance of religious festivals
- ✓ Career break scheme
- ✓ Employee counselling service
- ✓ Save on travel to work with the public transport season ticket scheme
- ✓ Buy a bike to get to work, tax free with the Cycle Scheme
- ✓ Refund on flu jabs for staff
- ✓ Occupational pension scheme
- ✓ Childcare voucher scheme
- ✓ No claims bonus protection
- ✓ Employee offers and discounts
- ✓ Nottingham Credit Union
- ✓ Westfield Health Scheme - a comprehensive employee health plan

How to apply:

When completing your on line application form you must ensure that you fully address and make comment on the criteria listed. The panel will short list solely against these elements. If you have not covered these criteria requirements in enough depth you will not be included on the short list of candidates. I would strongly suggest you use these headings and demonstrate to the shortlisting panel written information of your experience, skills and knowledge and how you meet each heading.

Further guidance can be found on the Nottinghamshire County Council's job vacancies website.

For informal discussions, please feel free to contact Paul Cantrill, Deputy Manager, Head of Care and Safeguarding on 01159170010 or email paul.cantrill@nottscc.gov.uk.