

Shift Pattern

Shift	Time	Staff Required
Day Shift	07:00 – 19:30	2 staff
Night Shift	19:00 – 07:30	1 staff (waking)*
Handover	19:00 – 19:30	Overlap included
RM	09:00 – 17:00	

Additional night-time staff may be required depending on the risk assessment and behavioural needs of the children

Staff (A–G) Max 5 Days Per Week

Day	Day Shift (07:00–19:30)	Night Shift (19:00–07:30)
Monday	A, B , RM	E
Tuesday	F, D, RM	C
Wednesday	B, E, RM	D
Thursday	C, F, RM	G
Friday	A, C, RM	B
Saturday	G, E	A
Sunday	D, G	F

Summary:

- 24/7 coverage with proper handovers
- No shift pattern has someone doing back-to-back night/day
- 3 days per staff per week (RM 5 days)
- 37.5 hours per staff per week (RM 40 hours)
- Fair distribution of day and night shifts



GC Prestige Care

Expected RM Responsibilities:

Shift pattern: 09:00 – 17:00, Monday - Friday

Operational Leadership

- Oversee the full day-to-day operations of the children's home.
- Ensure the home complies with all relevant legislation and Ofsted's Quality Standards.
- Maintain a safe, nurturing, and structured environment for 3 children aged 8–16.
- Manage staff rotas, ensure adequate staffing levels (including night cover), and oversee safe recruitment practices.

Safeguarding & Child Protection

- Act as the **Designated Safeguarding Lead** for the home.
- Ensure all staff understand and follow safeguarding policies and procedures.
- Respond promptly and effectively to safeguarding concerns and allegations.

Regulatory Compliance & Quality Assurance

- Ensure full compliance with:
 - **Children's Homes Regulations 2015**
 - **Guide to the Children's Homes Regulations (incl. Quality Standards)**
- Complete and review the **Statement of Purpose, Regulation 44** and **Regulation 45** reports.
- Maintain accurate records and prepare for inspections and audits.

Staff Management & Supervision

- Recruit, induct, supervise, and appraise staff to ensure consistent, high-quality care.
- Facilitate regular team meetings, training, and professional development.
- Lead by example and foster a positive team culture.

Child-Focused Care Planning

- Oversee individual care and placement plans tailored to each child's emotional, social, and educational needs.
- Work closely with social workers, schools, therapists, and families to support each child's progress.
- Ensure the home promotes children's rights, education, emotional wellbeing, and independence.

Monitoring & Continuous Improvement

- Use feedback from children, staff, social workers, and Ofsted to improve practice.
- Implement systems for monitoring outcomes and addressing shortfalls in care.
- Ensure serious incidents are properly recorded, reviewed, and reported.