

Job Description & Person Specification –

Respite Shift Leader



Rose Road is a Southampton-based charity that since 1952 has been supporting children and young people with complex disabilities and care needs, and their families, from across Hampshire and surrounding areas. We provide overnight short respite breaks, on-site and community-based day services, flexible outreach support and at-home care, and SEN advice services.

Role:	Shift Leader - Oaks & Acorns Overnight Short Breaks (Respite)
Responsible to:	Assistant Manager
Hours:	<p>Various contracts available:</p> <ul style="list-style-type: none">- 16 - 30-hour contracts – 16 - 30 hours per week covering various shifts between the hours of 7am and 9pm. Shifts will include a combination of mornings, days, evenings and weekends. <p>Rotas are available in advance and additional hours are available during school holidays.</p> <p>Please say which contract you are applying for when you make your application at www.roseroad.org.uk/jobs.</p>
Location:	Based at Rose Road
Salary:	£13.90 per hour / £14.90 per hour (enhanced hours)
Closing date	17 th October 2025

Job Description	
Summary	<p>As a shift leader, you will have the exciting opportunity to support disabled children, young people and adults to thrive by providing kind, respectful and professional care to those who attend our overnight respite facility, Oaks and Acorns.</p> <p>This will include all aspects of personal care, including bathing (which can require hoist-assisted moving and handling), toileting, feeding (orally or through feeding tubes) and medical care as required.</p> <p>Working positively as part of the respite team, you will have the chance to help plan and deliver individually tailored, person-centred activities and opportunities for our young people to learn, play and explore safely both at Rose Road and out in the community, to develop new skills and build a sense of belonging and achievement.</p> <p>You will be able to communicate clearly using their preferred method of communication, ensuring their needs are met at all times. You will also communicate well with colleagues, supporting each other and building trusting working relationships.</p>

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	<p>As well as directly supporting children, young people and adults you will have the opportunity and responsibility to liaise directly with families, carers and other professionals in your role as shift leader. You will take lead as a key worker for a number of families to update care plans, attend review meetings and other admin tasks associated with the shift leader role.</p> <p>Within the shift leader role, you will also assist the management team with dispensing and administering medications to the children, young people and adults staying with the Respite service.</p> <p>You will need to have the ability to work under pressure, delegate and make decisions.</p>
Role specific tasks and responsibilities	<ul style="list-style-type: none">• Safeguarding – to follow the Associations policies and procedures in relation to safeguarding, To ensure that you are familiar with reporting protocols and your responsibility in identifying and acting on any safeguarding concerns, incidents, or poor professional practice within the facility. To ensure that people who use our services are protected from harm (full training provided).• Personal Care – To assist people who use our services with all aspects of personal care including washing, personal hygiene, dressing and assisting with meals (orally or through feeding tubes). To follow the Associations policies and procedures in relation to Infection Control and the safe Moving and handling of people. To ensure that dignity and respect are maintained at all times (full training provided). To ensure support workers maintain high standards of care.• Activities – To organise activities that show support and commitment to the mental and physical wellbeing of children and adults who stay with us by enabling them to participate in daily activities of their choice, such as, crafts, puzzles, sensory, swimming, day trips and recreational/leisure activities that support the achievement of set outcomes (full support provided).• Reporting and Recording - To complete clear and accurate records of the Care and Support provided. To ensure that the care and support plan is followed and any changes based on observations or feedback are reported to the Assistant Manager.• Staff – Deputise in the absence of the assistant manager. Ensure the effective day-to-day running of Oaks & Acorns. To mentor new staff in accordance with statutory requirements.

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	<ul style="list-style-type: none">• Communication and partnership working - Promote good staff team relationships by working constructively with colleagues, managers and members of other disciplines within the Association to ensure a consistency in the implementation of plans, policies and professional standards throughout the establishment. Hold a small case load of Service Users and be responsible for updating their Care Plan, attending reviews, producing reports and related paperwork.• Transport – To ensure children / adults travel to and from school, college or day services, community facilities, as and when required and escort if necessary. This post does not require you to be able to drive.• Communication – To show support and commitment to learning and using different communication methods/aids to re-assure and support everyone who uses our services enabling maximum participation in all aspects of their stay.• Teamwork – To fully embrace the Associations values and to work positively as part of a team. To actively listen and respect the individuality of all staff and families. To take pride in your everyday work and to work to the best of your ability. To support colleagues and maintain positive relationships, resolving conflict as it arises. To enjoy your work. To mentor new staff in accordance with statutory requirements.• Professional Development - To attend and actively participate in team meetings, supervision and progress meetings with your line manager. To complete all required training and show a commitment to continuously improving practice. To adhere to all Association policies and procedures (on-going Training and Support provided).• To undertake other duties that may be required by The Association to contribute to the development of the service and to maintain a positive environment for the children/adults.• To demonstrate commitment to the ethos of the Association.
DBS check needed?	This role is subject to an Enhanced Disclosure by the Disclosure & Barring Service
Required qualifications	An appropriate level 3 Diploma in Residential Childcare/equivalent qualification, or a commitment to undertake the qualification within an agreed time frame.
Benefits	<p>The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervisions, wellbeing check ins and an annual appraisal.</p> <p>All staff also receive the following:</p> <ul style="list-style-type: none">• 25 days annual leave per annum, rising to 28 days after five years' continuous service

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	<ul style="list-style-type: none"> • Contributory pension scheme • Paid sickness (following 3 months' service) • Comprehensive Training and Development with opportunities to progress • Employee Assistance Programme
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Person Specification – what we need from you	
Essential	Desirable
Education and Training	
<ul style="list-style-type: none"> • An appropriate level 3 Diploma in Residential Childcare/equivalent qualification, or a commitment to undertake the qualification within an agreed time frame. 	
Achievements, Experience, Skills & Abilities	
<ul style="list-style-type: none"> • Ability to work shifts including evenings and weekends. • Understanding of Safeguarding. • Ability to provide a high standard of care. • Ability to plan and organise internal and external activities. • Good verbal and written communication skills. • Good IT skills. • To attend training and development courses. • To attend team meetings, review meetings for children, young people and adults, supervisions and appraisals. • This role requires you to have at least 6 months experience either within a previous care/support worker role or other relevant experience • You must be over 18 years of age • Understanding of the principles of equal opportunities • Recording skills/following programmes, care plans and risk assessments • Ability to use own initiative and work as part of a team • Have the physical capacity to partake in moving and handling of service users 	<ul style="list-style-type: none"> • Experience of working with young disabled people • Good IT skills. • Ability to lead a staff team. • Ability to work under pressure. • Understanding of OFSTED and CQC regulations. • Ability to produce written reports. • Ability to manage conflict.

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Our Values & Expected Behaviours



Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

We are Trustworthy - We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

We are Kind - We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

We are Open & Honest - We foster an honest and open-minded culture and are transparent in both our decision making and communication.

We are Forward Thinking - We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

We are Professional - Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

Working within our organisation's Values Framework – Expected Behaviour Level

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.

Full details can be found at www.roseroad.org.uk/valuesframework (opens a PDF)

We are Trustworthy	Behaviour Level 1 + Level 2
We are Kind	Behaviour Level 1 + Level 2
We are Open and Honest	Behaviour Level 1 + Level 2
We are Forward Thinking	Behaviour Level 1 + Level 2
We are Professional	Behaviour Level 1 + Level 2