



CANDIDATE INFORMATION for the exciting roles of:

Assistant House Managers

Permanent, full-time

Duty Officers

Permanent, full-time

Senior Practitioners

Permanent, full-time

Residential Care Workers

Permanent, full-time

Healthcare Assistant

Permanent, part-time

Outdoor Learning Instructor

Permanent, full-time

IT Support Officer

Permanent, part-time

Receptionist

Permanent, full time

The Good Shepherd Centre, Greenock Road, Bishopton, PA7 5PW Tel: 01505-864500

Email: applications@goodshepherdcentre.org.uk



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A message from the Director

Dear Applicant,



Thank you for your interest in the Good Shepherd Centre (GSC). Our work helps and supports young people who have experienced extreme difficulties in their lives to make sense of their experiences and build hope for the future.

We want to give you a flavour of who we are, what we do and why, and how we go about our work. We want to share the vision and values of Team GSC so that you understand what the rewards and challenges of working

with us might be for you. We also want to tell you about the lives and experiences of young people who come to stay here with us.

In this pack, you will see that there are links to sections on our website which explain the purpose of GSC, how the different departments work together towards the best care, education and specialist support the young people who come to stay with us need and to the stories of the young people we support.

Everyone at GSC is committed to making a positive difference alongside and for young people. The Good Shepherd Centre's purpose is to provide a positive, life changing experience for young people through individual care, education and skills development. We do this through trying to make sure everything we do upholds the values and principles of kindness, respect, nurture and relational and rights-based practice. This means we have a strengths-based approach and we get to know and to understand each young person as an individual and build trust and positive relationships with them. We work with families and other adults in their life to support each young person to move forward from the often-extreme challenges and harm they have experienced.

There is a well know proverb or saying; which seems to be common across several different African cultures and languages, which is 'It takes a village to raise a child'. In the Kijita language the literal translation is that regardless of a child's biological parents, their upbringing belongs to the community. So for the children and young people at GSC and in our care, we know this means a whole team/whole centre approach and valuing every colleague in every job role; because whatever our role; we all play our part, working together in the best interests of the children and young people we support.

The GSC has made a commitment to <u>#KeepThePromise</u> and all our staff team will have a part to play as we further strengthen our care, education and health and wellbeing teams.

If you are committed to making a positive difference to the lives of vulnerable young people through being a positive role model for GSC, we'd love to hear from you.

We hope to meet with you to discuss this opportunity,

Alison Gough, Director, GSC



Introduction to the Good Shepherd Centre

"Our purpose is to provide a positive, life-changing experience for young people through individual care, education and skills development focused on promoting young people's mental and emotional wellbeing and longer term positive outcomes"

We are a Scottish charity that provides a secure care & intensive care service for vulnerable young people based in Bishopton, Renfrewshire and are privileged to be situated in a 38-hectare campus; within a beautiful countryside setting and stunning views over the Clyde estuary.

We support young people from the age of 12 up to 18 in secure care and 20 in close support care. We work alongside their families and the professionals involved in their lives, to make sense of their experiences and to build hope, coping skills and goals for the future.

Young people live in one of our 4 houses or 2 cottages depending on the level of support required. They continue their education in our school on campus or attend further education out with the campus.

We offer a place of safety and nurture and a positive, holistic and strengths-based ethos.

GSC has gone through an exciting period of growth and we're on journey for a further period of growth with strategic goals aligned with The Promise in place for the next three years. These goals are set to move the organisation forward confidently in the best interests of the young people and other stakeholders.

This is an exciting time to join Team GSC as the charity seeks to build on its strong reputation for relational based practice and helping young people to build hope, skills and plans for their future.

Context of Work

Young people are referred to us through the Children's Hearing System and the Criminal Justice System. They have experienced difficulties in their lives, and many will have faced traumatic and harmful situations and may be experiencing psychological distress; mental health problems; and problems coping with managing feelings and day to day life.

Values

Our values are at the core of every decision we make as a team; we are **Kind**, **Nurturing**, **Resilient**, and **Rights Respecting**. In addition to our core values, '**Hope**' has also been part of our ethos for a long time, as we believe without Hope we cannot achieve our goals.

Working for us

We have a caring, experienced and committed staff team. This multi-professional, multi-skilled team includes qualified and registered residential childcare managers and staff teams for each House, and GTC registered teachers within our Education Department. Our senior staff promote and model a positive, compassionate, strengths and relational based approach to all aspects of our work and encourage a culture and climate of 'whole centre community', where the dignity, needs and rights of the individual are respected at all times.

In addition to our residential care and Teaching staff, we have a number of other specialist practitioners including learning support staff with specific skills, Clinical and Forensic Psychologists and advisors, therapists, creative arts, sports and vocational coaches and tutors.



Team GSC includes c150 staff and our Director leads a Senior Management Team including:

- Head of Secure Care
- Head of Education and Depute Head of Education
- > Head of Practice & Professional Development
- ➤ Head of Intensive Support & Throughcare

Our structure



Organisational structure 2022.pdf

SSQR

You can read more about our work and outcomes for young people in our SSQR (2019 – 20)

<u>Service Standards & Quality Reports - Good Shepherd Centre (gsc.scot)</u>

Care Inspectorate Report (2020)

We are very proud of our scores and the feedback we received from young people, staff, social workers and the care inspectors. You will find the full report for both secure and close support here.





Assistant House Manager

The Assistant House Manager will support the planning, prioritising, organising and reviewing of group care for young people resident in the House.

The role involves supporting the management of the care and support to young people in a safe, secure and positive environment; ensuring that the work is in keeping with legislative, organisational and procedural requirements, and current good practice and guidance.

In addition, the Assistant House Manager will supervise individuals to achieve agreed work plans and objectives, and ensure appropriate opportunities are given to enable individuals to maximise performance.

We are looking for a highly motivated individual with excellent communication, relationship building and management skills. So if you have experience of supervisory roles within residential care, or within a similar setting, and are passionate about supporting both young people and colleagues to develop and achieve their potential, then this role could be ideal for you.

Job description

Position title: Assistant House Manager

Reports to: House Manager
Contract Type Permanent
Position Type Full time
Hours of Work 37.5 hours

Pattern of work: Rotational 3 weekly shift pattern including early, mid, late and weekend

shifts

Salary guideline: £33,702.07 - £35,666.17 per annum

Purpose:

The Assistant House Manager will support the planning, prioritising, organising and reviewing of group care for young people resident in the House. They will support the management of the care and support to young people in a safe, secure and positive environment; ensuring that the work is in keeping with legislative, organisational and procedural requirements, and current good practice and guidance. They will supervise individuals to achieve agreed work plans and objectives, and ensure appropriate opportunities are given to enable individuals to maximise performance.

Main Duties:

- 1. Effectively support the development, maintenance and monitoring of systems and structures which reflect values and ethics inherent in the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council.
- 2. Promote the management of a service which meets the best possible outcomes for young people.
- 3. Manage the use of financial resources.
- 4. Manage the performance of staff so that work plans and objectives are achieved.
- 5. Contribute to the selection and recruitment of staff to meet service requirements and with due regard to legislation, current good practice and organisational policies and procedures.
- 6. Promote the development of the team and individuals to enhance their performance.



- 7. Ensure the care environment effectively meets the physical, social and emotional needs of young people.
- 8. Effectively support and contribute to the management of continuous quality improvement which reflects current good practice and ensure compliance with Care Inspectorate advice and recommendations.
- 9. Promote the development, maintenance and monitoring of a safe working environment.

	Essential	Desirable
Professional Registration	To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the 'Residential Child Care Workers with Supervisory Responsibilities' category within the first six months of commencement in role. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment.	
Qualifications	 You must possess the Higher National Certificate in Social Care and the Scottish Vocational Qualification in Caring for Children and Young People at Level 3 or above, or equivalent qualifications recognised by the Scottish Social Services Council. You will be (or will be able to become) a registered supervisor with SSSC. You will demonstrate a commitment to continuous professional development and learning in all aspects of your work. 	Any additional Qualification such as Social Work degree or equivalent
Experience	You will be an experienced residential childcare practitioner and you will have experience of mentoring, supporting and line managing individuals and preferably teams, in residential child care or secure care settings.	 Several years working in a similar Residential School Care Environment · Familiar with a Continuous Learning Framework and Whole School Nurture



		Approach to Care and Education Experience working with the National practise Model including GIRFEC
Knowledge and skills	 Working in partnership with other professional organisations and third party agencies Relevant knowledge of current care Legislation Commitment to implement and #Keep the Promise – Plan 2021-2024 Relevant experience of writing reports, plans and records for young people and external agencies You will possess capabilities in relation to assisting the management of a group of staff with reference to the policies and procedures of the organisation and the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council Assisting in the management of strategies to develop the skills and competences of staff Undertaking duties related to financial budgets and staff rotas as directed by the House Manager Ensure that the principles of safe care are implemented for individual service users and others Assisting in the management staff and resources to promote the best possible outcomes for young people 	 Understanding of trauma sensitive model · Relevant knowledge of Secure Care Pathways and Standards. Supporting Young People and their families Awareness of the importance of being a good role model for our young people An understanding of the needs of different young people Good time management and organisational skills
Personal Qualities	 You will be flexible and imaginative in dealing with challenging situations Be able to listen sympathetically, correctly responding to concerns, motives and feelings of others; Have an open mindedness and flexibility in dealing with situations; Have an emotional awareness of yourself and others 	 You must be interested in learning and demonstrate a willingness to be flexible and creative Patience, respect and empathy Good listener and attentiveness A non-judgemental attitude and open-mindedness.



 Be able to take responsibility for your own actions and effectively use your own initiative. Have confidence in your own judgement and professional practice Be assertive and effective in supporting the House Manager

If you would like to find out more about this opportunity, please contact either Louise Morrison, Head of Secure Care or Robert Clark, Head of Intensive Support and Throughcare on 01505 864500.

Rotational three week shift pattern

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
L	L	Е	M	0	L	E
E	0	0	L	L	E	L
0	E	L	Е	Е	0	0

The shift times for this shift pattern are as follows:

E: 8:30am – 4:15pm (8:30am – 3:30pm on Saturday **OR** Sunday)

L: 3:00pm – 10:30pm (1:30pm – 10:30pm on Thursdays)

➤ M: 11:00pm – 4:00pm

> O: Day off



Duty Officer

The Duty Officer fills a managerial post that encompasses security/control and social care operational roles.

The role involves the general monitoring of staffing and activities in the centre from a central position within the control room, ensuring the effective operation of the centre's policies, procedures and practice.

We are looking for a highly motivated individual with excellent communication, relationship building and management skills, so if you have experience of supervisory roles within residential care, or within a similar setting, and are passionate about supporting both young people and colleagues to develop and achieve their potential, then this role could be ideal for you.

Job description

Position title:

Reports to:

Contract Type:

Position Type:

Hours of work:

Duty Officer

House Manager

Permanent

Full-time

37.5 hours

Pattern of work: Rotational 3 weekly shift pattern including early, mid, late and weekend

shifts

Salary guideline: £33,702.07 - £35,666.17 per annum

Purpose:

The Duty Officer fills a managerial post that encompasses security/control and social care operational roles. The role involves the general monitoring of staffing and activities in the centre from a central position within the control room, ensuring the effective operation of the centre's policies, procedures and practice.

Main Duties:

Security/safety/movement

- 1. Oversee all movement in/out and within the secure/close support House.
- 2. Monitor staffing.
- 3. Monitoring of staff personal alarm and pager system.
- 4. Management of serious incident initial debriefing.
- 5. Designated Health & Safety Officer for specific areas.

Operations

- 6. Co-ordinating diary and planned activities.
- 7. Prioritising transport
- 8. Co-ordinating professional and family visits.
- 9. Liaising with House staff.
- 10. Communicating and liaising with external personnel.
- 11. Responding to emergency staff needs.



Administration

- 12. Maintaining the daily log and diary.
- 13. Maintaining outing authorisation records.
- 14. Maintaining 'Pinpoint' records.
- 15. Maintaining serious incident reports.
- 16. Maintaining care staff timetables.
- 17. Maintaining fire log.

Specific Responsibilities:

Security/safety/movement:

- 1. Monitoring the movement/scanning of residents, visitors and staff on/off duty.
- 2. The issuing of pagers and identification of 'Pinpoint Response'. Personnel
- 3. Confirmation and authorisation of arrivals, leavers and outings of residents.
- 4. Ensuring adequate escorting for residents.
- 5. Monitoring and deployment of staff on duty to meet the needs of the establishment.
- 6. Monitoring/management/analysis of staff alarm incidents
- 7. Monitoring/management/co-ordination of serious incidents.
- 8. Timetabled Health and Safety Inspections of allocated areas.

Operations/Administration

Early Shift

- 9. Takeover from nightshift co-ordinator.
- 10. Check early shift on duty.
- 11. Identify and issue pagers for 'Pinpoint Response'.
- 12. Respond to emergency staff shortages.
- 13. Check diary for daily events and co-ordinate use of meeting room, transport, etc.
- 14. Morning tour of establishment/issue mail to Houses/ collate staffing information.
- 15. Update staffing timetables in control room.
- 16. Update 'Pinpoint' computer following alarm events.
- 17. Deal with external enquiries as required.
- 18. Initiate/co-ordinate completion of serious incident reports as required.
- 19. Co-ordinate/record 'Fire Drills' as per annual programme.
- 20. Check/file authorisation for young people's movement in/out of the Centre.
- 21. Handover to late shift Duty Officer.
- 22. Report to House Managers.

Late Shift

- 23. Take over from early shift Duty Officer.
- 24. Check late shift in duty.
- 25. Identify and issue pagers to 'Pinpoint Response'.
- 26. Respond to emergency staff shortages.
- 27. Collate evening diary events and planned evening activities.
- 28. Planning staff and co-ordinating evening activities.
- 29. Prioritising transport for essential use.



- 30. Co-ordinating professional and family visits and ensuring adequate supervision arrangements.
- 31. Monitoring condition and cleanliness of visit rooms.
- 32. Deal; with external enquiries as required.
- 33. Update 'Pinpoint' computer following alarm events.
- 34. Initiate/co-ordinate completion of serious incident reports as required.
- 35. Co-ordinate 'Fire Drills' as per annual programme.
- 36. Evening tour of the establishment/communicating with staff.
- 37. Fob board check as shift goes off duty.
- 38. Handover to night shift co-ordinator.
- 39. Report to on-call Duty Manager.

Health & Safety Inspections:-

- 40. 2 x ½ days timetabled every 3 weeks in the allocated area.
- 41. Inspection/maintenance of H & S files for allocate area:
- 42. Accident Reporting
- 43. Fire Safety Checks
- 44. Fire Drills
- 45. Airlock Checks
- 46. Pinpoint Checks
- 47. Staff Induction H & S
- 48. Carry out all Risk Assessments and PAT testing of electrical equipment.
- 49. Undertake any other duties as may be designated by Managers of the Good Shepherd Secure/Close Support.

	Essential	Desirable
Professional Registratation	• To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the 'Residential Child Care Workers with Supervisory Responsibilities' category within the first six months of commencement in role. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment.	
Qualifications	 Higher National Certificate in Social Care and the Scottish Vocational Qualification in Caring 	Any additional Qualification such as Social Work degree or equivalent



	for Children and Young People at Level 3 or above, or equivalent qualifications recognised by the Scottish Social Services Council. You will be (or will be able to become) a registered supervisor with SSSC. You will demonstrate a commitment to continuous professional development and learning in all aspects of your work.	
Experience	 Relevant experience in a similar Residential School Care environment You will have experience of mentoring, supporting and line managing individuals and preferably teams, in residential child care or secure care settings. 	 Several years working in a similar Residential School Care Environment · Familiar with a Continuous Learning Framework and Whole School Nurture Approach to Care and Education Experience working with the National practise Model including GIRFEC
Knowledge and skills	 Working in partnership with other professional organisations and third party agencies · Relevant knowledge of current care legislation, guidance. Commitment to implement and #Keep the Promise – Plan 2021-2024 Relevant experience of writing reports, plans and records for young people and external agencies You will possess capabilities in relation to assisting the management of a group of staff with reference to the policies and procedures of the organisation and the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council Recognising own areas of responsibility and accountability; and always maintaining a high 	 Understanding of trauma sensitive model · Supporting Young People and their families Relevant knowledge of Secure Care Pathways and Standards. Good time management and organisational skills



	standard of service delivery and consistency of approach in work practice.	
	 You must have excellent written/verbal communication & interpersonal skills necessary for developing and maintaining positive relationships in a challenging environment. 	
	The ability to work well as part of a team & also to use own initiative	
Personal Qualities	 You will be flexible and imaginative in dealing with challenging situations;; Have an open mindedness and flexibility in dealing with situations; Have an emotional awareness of yourself and others Be able to take responsibility for your own actions and effectively use your own initiative. Have confidence in your own judgement and professional practice Be assertive and effective in supporting the House Managers 	 Patience, respect and empathy Good listener and attentiveness A non-judgemental attitude and open-mindedness.

If you would like to find out more about this opportunity, please contact either Louise Morrison, Head of Secure Care or Robert Clark, Head of Intensive Support & Throughcare on 01505 864500.

Rotational four week shift pattern

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
L	L	E	M	0	L	E
Е	0	0	L	L	Е	L
0	Е	L	E	Е	0	0
L	E	L	Е	Е	0	0

The shift times for this shift pattern are as follows:

E: 7:45am – 3:30pm (7:45am – 4pm on Thursdays)



L: 3:00pm – 10:30pm (1:30pm – 10:30pm on Thursdays)

M: 1:30pm – 4:00pm

> O Day off



Senior Practitioner

Job description

Position title: Senior Practitioner
Reports to: House Manager
Contract Type: Permanent
Position Type: Full time
Hours of work: 37.5 hours

Pattern of work: Rotational three weekly shift pattern including early, mid, late and weekend

shifts

Salary guideline: £26,235 - £31,944 per annum

Purpose:

The Senior Practioner is a key position, occupying a role critical to the overall welfare of young people in the residential setting. You will promote and uphold the vision and values of the Good Shepherd Centre as a place of care, safety and learning. Our purpose is to provide a positive, life changing experience for young people through individual care, education and skills development focussed on promoting young people's mental and emotional wellbeing and longer term positive outcomes.

Through ensuring that the work is in keeping with legislative, procedural and good practice requirements and guidance, the overall focus of the role is to build trusting relationships with young people within a nurturing, stimulating and safe environment. You will work as part of a team to support young people to meet their needs, achieve their goals and build hope for their future.

Main Duties:

- 1. The Senior Practioner will undertake all of the responsibilites as prescribed within the job description of the RCW.
- 2. Promote the wellbeing and protection of children and young people.
- 3. To assist in the case team management.
- 4. As required assist & monitor the use of financial resources.
- 5. Mentor the development of individuals / teams to enhance performance.
- 6. To be involved in the monitoring of systems of the House.
- 7. Ensure the care environment effectively meets the physical, social, emotional needs of the young people.

	Essential	Desirable
Qualifications	You must possess or be working	
	towards the Higher National	
	Certificate in Social Care and/or the	
	Scottish Vocational Qualification in	



Experience	Care at Level 3 (or Caring for Children and Young People), or equivalent qualifications recognosed by the Scottish Social Services Council. • Experience of working with young people in social care, preferably in Residential Child Care	
Professional Registration	To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the 'Residential Child Care Workers' category within the first six months of employment. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment	
Knowledge & skills	 You will possess capabilities in relation to viewing the safety and welfare of young people as paramount; Giving commitment and support to the work of the team; Making effective efforts to develop the skills and competences of others; Appreciating the significance of safe care and interpreting this accurately for individual service users and others; Recognising own areas of responsibility and accountability; and always maintaining a high standard of service delivery and consistency of approach in work practice. The ability to develop good relationships with young people, parents and colleagues The ability to motivate and provide encouragement for young people to provide hope for their future The ability to work well as part of a team & also to use own initiative 	 Awareness of the importance of being a good role model for our young people An understanding of the needs of different young people Good time management and organisational skills



	You must have excellent written/verbal communication & interpersonal skills necessary for developing and maintaining positive relationships in a challenging environment.	
Personal Qualities	 You will be flexible and imaginative in dealing with challenging situations; Be able to listen sympathetically, correctly responding to concerns, motives and feelings of others; Have an open mindedness and flexibility in dealing with situations; Be aware of the range of emotions in self and others; Be able to take responsibility for your own actions and effectively use your own initiative. A caring & approachable personality 	 Competence, dedication, passion & sense of humour You must be interested in learning and demonstrate a willingness to be flexible and creative Patience, respect and empathy Good listener and attentiveness A non-judgemental attitude and openmindedness.

If you would like to find out more about this opportunity, please contact either Louise Morrison, Head of Secure Care or Robert Clark, Head of Intensive Support & Throughcare on 01505 864500.

Rotational three week shift pattern

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
L	Е	L	E	0	L	L
E	0	0	M	L	E	Е
0	L	Е	L	E	0	0

The shift times for this shift pattern are as follows:

E: 7:45am – 3:30pm (7:45am - 4:00pm on Thursdays)

L: 3:00pm – 10:30pm (2:00pm – 10:30pm on Thursdays)

➤ M: 1:15pm – 4:00pm

O: Day off



Residential Care Worker

The Residential Care Worker is a key position promoting and upholding the vision and values of the GSC as a place of care, safety and learning.

We are looking for caring, child-centred, hardworking and resilient individuals with a motivation to be a positive role model and make a difference in the lives of vulnerable young people.

The successful candidates will be involved in building trusting relationships with young people within a nurturing, stimulating and safe environment.

Job description

Position title: Residential Care Worker

Reports to: House Manager
Contract Type: Permanent
Position Type: Full time
Hours of work: 37.5 hours

Pattern of work: Rotational three weekly shift pattern including early, mid, late and weekend

shifts

Salary guideline: £25,235 - £30,944 per annum

Purpose

The Residential Care Worker will promote and uphold the vision and values of the Good Shepherd Centre as a place of care, safety and learning. Our purpose is to provide a positive, life changing experience for young people through individual care, education and skills development focussed on promoting young people's mental and emotional wellbeing and longer term positive outcomes.

Through ensuring that the work is in keeping with legislative, procedural and good practice requirements and guidance, the overall focus of the role is to build trusting relationships with young people within a nurturing, stimulating and safe environment. You will work as part of a team to support young people to meet their needs, achieve their goals and build hope for their future.

Main Duties

- 1. Promote the wellbeing and safety of children and young people at all times.
- 2. Support children and young people to develop and maintain supportive relationships.
- 3. Contribute to the assessment of children and young people's strengths, needs, goals and risks.
- 4. Contribute to the development of care plans with and for individual young people
 - i. Support the social, emotional and identity development of children and young people.
 - ii. Work with children and young people to promote their own physical and mental health needs and administering medication where appropriate in line with policy and procedures.
 - iii. Support the needs of children and young people with additional requirements.
 - iv. Preparation of reports and maintaining records, including financial, in acordance with relevant standards and legislation.
 - v. effective and supportive communication



- Work effectively as part of a team supervising, monitoring and supporting young people to reach their full potential.
- 6 Promote, monitor and maintain health, safety and security in the working environment.
- 7 Reflect on and develop your practice.
- 8 Work with children and young people to prepare them for adulthood, citizenship and independence.
- 9 Prepare, implement and evaluate individual and group activities with and for young people to meet their needs.

	Essential	Desirable
Professional Registration	To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the 'Residential Child Care Workers' category within the first six monthsof employment. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment.	
Qualifications	You must possess, be working towards or willing to complete equivalent qualifications recognised by the Scottish Social Services Council. This would be a minimum of a Higher National Certificate (in Social Services) and the Scottish Vocational Qualification at Level 3 or above in Social Services (Children and Young People).	Any additional Qualification such as Social Work degree or equivalent
Experience	Experience in Residential Child Care or Secure Care setting	 Several years working in a similar Residential School Care Environment Familiar with a Continuous Learning Framework and Whole School Nurture Approach to Care and Education



		Experience working with the National practise Model including GIRFEC
Knowledge and skills	 Viewing the Safety and wellbeing of young people as paramount Giving commitment and support to the work of the team Appreciating the significance of caring within a safe environment and interpreting this accurately for individual young people and others Maintaining a high standard of service delivery and consistency of approach in work practice 	 Working in partnership with other professional organisations and third party agencies Relevant knowledge of current care legislation, guidance such as Secure Care Pathways and Standards Knowledge of #Keep the Promise – Plan 2021-2024 Relevant experience of writing reports, plans and records for young people and external agencies
Personal Qualities	 Emotionally self-aware, level headed and aware of the range of emotions in others Able to listen sympathetically and respond to concerns, motives and feelings of others effectively Aware of the importance of being a good role model for our young people 	 Creative when undertaking activities with and for young people Able to motivate and encourage young people and develop hope for the future Be able to take responsibility for your own actions and effectively use your own initiative Calm, flexible and imaginative in dealing with challenging situations, this may include medical emergencies Resilient

If you would like to find out more about this opportunity, please contact Louise Morrison, Head of Secure Care or Robert Clark, Head of Intensitve Care & Throughcare on 01505 864500.

Rotational three week shift pattern

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
L	E	L	Е	0	L	L
E	0	0	M	L	E	Е
0	L	E	L	E	0	0



The shift times for this shift pattern are as follows:

E: 7:45am – 3:30pm (7:45am - 4:00pm on Thursdays)

L: 3:00pm – 10:30pm (2:00pm – 10:30pm on Thursdays)

➤ M: 1:15pm – 4:00pm

> O: Day off



Health Care Assistant

Job description

Position title: Health Care Assistant

Reports to: Nurse Manager
Contract Type: Permanent
Position Type: Part time

Hours of work: 22.5 hours each week

Pattern of work: 3 days each week. Flexible within Monday to Friday

Salary guideline: Up to £21,615 per annum (pro-rata)

Purpose:

The role of the Health Care Assistant is to support the Nurse Manager to deliver health care within the Good Shepherd Centre.

The role involves assisting the Nurse Manager and to ensure that the physical environment is safe, clean, comfortable and suitable for our children and young people's care. To contribute to the physical, emotional and spiritual needs of children and young people by being an active and supporting member of the team.

This is a diverse role which involves the day to day delivery of a high standard of support to the nursing team to enable health care to be delivered to children and young people who have a comprehensive range of physical, psychological, substance misuse and social problems whilst maintaining a high level of awareness and compliance with procedures within the Secure and Intensive Support setting.

The Health Care Assistant will uphold the visons and values of the GSC, namely Kindness, Nurturing, Resilience, and Rights Respecting as a place of care, safety and learning, which provides a life changing experience for children and young people through individual care, education and skills development focused on promoting young people's mental and emotional wellbeing and longer-term positives.

Scope and Range

To work within the Holistic Health & Wellbeing Team and be responsible for promoting the health need of children and young people within the Good Shepherd Centre. This includes multi agency working with local authorities who have children and young people in the Good Shepherd Centre.

Main Duties:

- 1. To carry out assigned workload involving direct care in support of the Nurse Manager and will regularly work unsupervised.
- 2. Works independently at appropriate clinics providing all nursing interventions and assistance as required height/weight clinics, blood pressure, temperature.
- 3. Support the young person to attend in house clinics including Dentist, GP, Opticians and Sexual Health Clinic.
- 4. Assist outside agencies i.e. G.P, FCAMHS, ICAMHS, Speech and Language.
- 5. Medication; renew MARS sheets, monthly audits, order medication.



- 6. Accurately records relevant information on appropriate documentation.
- 7. Develop your practice through reflection.
- 8. Ability to prioritise delegated workload to meet the needs of the service.
- 9. Ensures and respects the privacy and dignity of the young people at all times.
- 10. Actively participates in health promotion and rehabilitation.
- 11. Demonstrates adherence to GSC policies and procedures.
- 12. Communicate with young people and their families.
- 13. Attend meetings for young people including attending Multi-Disciplinary meetings and Referrals meetings.

	Essential	Desirable
Professional Registration	To work in according to the NMC code of conduct	
Qualifications		 SVQ Level 3 in Healthcare or equivalent experience IT Skills
Experience	 Current knowledge of developments within Child Health nursing practice Experience of autonomous working Experience of working in partnership with other professionals Evidence of anticipating problems, promoting and implementing solutions Experience of working in teams under appropriate supervision as part of a multidisciplinary team Insight into how to evaluate own strengths and development needs, seeking advice where appropriate Experience of providing and receiving complex, sensitive information 	 Experience of working with vulnerable children and young people Experience of working with young people with additional support needs Knowledge of Child and Adolescent Mental Health Issues The post holder will be expected to participate in further education and training to enhance personal and professional development
Knowledge and skills	 Current knowledge of developments within Child Health nursing practice Keep up to date of changes in practice and maintain own professional development Awareness of child development Excellent interpersonal skills Excellent written and verbal communication skills 	Working knowledge of relevant local and national policies and protocols, guidance and legislation



	 Proven skills and experience to engage with children and young people with complex needs Be able to communicate a positive, caring attitude, and actively listen to the child or young person, family, and others involved in their care Maintaining & enhancing effective working relationships with staff Developing and maintaining professional partnerships with outside agencies and the community Commitment to GSC Values Commitment to Learning & Continuing Professional Development Working within Professional Boundaries 	
Personal Qualities	 You will demonstrate confidence and courage You should be inspiring and have the ability to support others Communicate clearly and sensitively with children of different ages and abilities and their families Work effectively within a group Identify and solve problems Have an emotional awareness of yourself and others Be able to reflect on own practice Build effective relationships with children, young people and families Listen to the views, wishes and feelings of children and and young people and their families Hold an empathic position about difficult social circumstances experienced by children, young people and families 	 You should have the personal attritubes to create and maintain a positive atmosphere Seek and use information well Judge wisely and decide appropriately

If you would like to find out more about this opportunity, please contact Janet McKay, Nurse Manager or Robert Clark, Head of Intensitve Care & Throughcare on 01505 864500.



Outdoor Learning Instructor

Job description

Position title: Outdoor Learning Instructor Reports to: Wellbeing Support Manager

Contract Type: Permanent
Position Type: Full time
Hours of work: 37.5 per week

Pattern of work: Monday to Friday. Occassional week day evening and weekend working will

also be required

Salary guideline: Up to £24,491 per annum plus overnight shift allowance

Purpose:

The Outdoor Learning Instructor will uphold and promote the vison, ethos and active values of the Good Shepherd Centre (GSC). These are: Being Kind, Nurturing, Resilient and Rights Respecting and offering a place of care, safety and learning, which provides a life changing experience for young people through individual care, education and skills development. We are focused on promoting young people's mental and emotional wellbeing and building hope for the future.

The Outdoor Learning Instructor will deliver a high-quality service to children and young people within the GSC. They will work as part of a multi-disciplinary team promoting a passion for outdoor learning and delivering a wide range of activities. The post holder will use their outdoor qualifications and experience and their facilitation skills to deliver powerful personal development courses helping children and young people to defy their limitations and realise just what they are capable of.

Main Duties:

- 1. Deliver a portfolio of outdoor learning activities that supports required learning outcomes.
- 2. Assist in the administration of the Duke of Edinburgh Award Scheme (DoE)
- 3. Engage and build trust and positive relationships with young people, identifying and prioritising those who are most at risk of social exclusion, in order to support these individuals or groups to participate in community learning and development activities.
- 4. Be a positive role model for children, young people and staff and provide mentorship as appropriate.
- 5. Promote opportunities to children and young people to facilitate their personal, social and educational development.
- 6. Assist with the organisation and running of the outdoor learning programme to include trips and excursions, DofE expeditions and activity sessions.
- 7. Assist in the delivery of informal learning opportunities for young people through DofE, to encourage their involvement and active participation in decision-making processes.
- 8. Undertake Risk Assessments for planned activities/projects.
- 9. Plan, record, review and evaluate all work undertaken with children and young people.
- 10. Manage the Outdodor Learning stores and equipment to ensure that all equipment is adequately logged, monitored, kept safe, cleaned, orderly and maintained so that it is available for issue, use and return as required.



- 11. Maintain records of all work or repairs undertaken in the outdoor learning stores and advise the Head of Education, Wellbeing Team Manager, or appropriate Manager of any concerns regarding equipment
- 12. Prepare lesson plans and the equipment required in advance of the lessons.
- 13. Prepare and support candidates with Assessment.
- 14. Ensure, create and promote a safe and nurturing learning environment in which children and young people are able to grow and develop.
- 15. Assist in regular consultation/needs assessment exercised with young people in order that the GSC is responsive to need.
- 16. Assist in ensuring that there is a good understanding of practice and procedures regarding safeguarding of vulnerable children and young people.
- 17. Adhere to Good Shepherd Centre policies and procedures.
- 18. Develop, maintain and monitor a safe working environment, including the management of health and safety systems consistent with legislation, current good practice and organisational policies and procedures.
- 19. Develop skills and competencies that assist in the delivery of current duties through engagement with CPD opportunities and self-guided learning.
- 20. Receive allocated further tasks from the Wellbeing Team Manager and Head/Depute Head of Education as directed

	Essential	Desirable
Qualifications	 Hold a vaild outdodor learning coaching/instructor certificate Hold appropriate First Aid qualifications Hold or working towards or willing to attend Duke of Edinburgh Award Scheme Accredited Assessor 	 A recognised H&S qualification Velotech Award Paddlesport/Canoe award or equivalent previously recognised awards
Experience	 Significant experience of oudoor pursuits and experience of coordinating the running of organised outdoor activities Experience of facilitating personal development courses. Evidence of having safely delivered outdoor learning courses to young people and groups-including physical equipment inspections to ensuring emotional wellbeing and security 	 Experience of working with vulnerable children and young people in an outdoor setting to build relationships, inspire and communicate with them effectively Evidence of ability to risk assess and deal with complex situations involving groups of young people engaged in a diverse range of activities under a variety of weather and other environmental conditions A basic understanding of safeguarding and data protection within the context



		of an outdoor door learning setting. Training Delivery experience
Professional Registration	 To register with the Scottish Social Services Council (SSSC) under the relevant category/ies within the first six months of employment This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment There may be arequirement to undertake and achieve relevant qualifications to attain full registration in the relevant category of the Register 	
Knowledge and skills	 Demonstrate an ability to formulate, implement and evaluate outdoor activities for young people and families Excellent interpersonal skills Excellent written and verbal communication skills Proven skills and experience to engage with children and young people with complex needs Be able to communicate a positive, caring attitude, and actively listen to the child or young person and others involved in their care Maintaining & enhancing effective working relationships with staff Excellent time and workload management skills with proven experience of meeting deadlines Developing and maintaining professional partnerships with outside agencies and the community Commitment to GSC Values Commitment to Learning & Continuing Professional Development 	



	 Working within Professional Boundaries Ability to work unsupervised, be accountable and responsible for the safety of a group and be happy working with guidance from other staff as part of a team
Personal Qualities	 Able to build and manage positive relationships with children and young people Listen to the views, wishes and feelings of children and young people Communicate clearly and sensitively with children and young people of different ages and abilities Self motivated and capable of working on own and working with others You will demonstrate confidence and courage You should be inspiring and have the ability to support others Ability to create opportunities based on learning outcomes Capacity to make decisions under pressure and to manage change Identify and solve problems Have an emotional awareness of yourself and others Be able to reflect on own practice Ability to work flexibly to meet the needs and demands of the service

If you would like to find out more about this opportunity, please contact Kenny Collins, Head of Education or Robert Clark, Head of Intensitve Care & Throughcare on 01505 864500.



IT Support Worker

Job description

Position title: IT Support Worker

Reports to: Head of Practice & Professional Development

Contract Type: Permanent Position Type: Full time

Hours of work: 37.5 hours each week

Pattern of work: Flexible within Monday to Friday to be agreed

Salary guideline: Up to £26,000 per annum (pro-rata)

Purpose:

Young people referred to secure care have experienced significant difficulties in their lives, and many will have faced traumatic and harmful situations and may be experiencing psychological distress; mental health problems; and problems coping with managing feelings and day to day life. We offer a place of safety and nurture where we support young people and their families, alongside the professionals involved in their lives, to make sense of these experiences and to build hope, coping skills and goals for the future.

The IT Support Officer will uphold the vison and active values of the GSC. These are a commitment to being Kind, Nurturing, Resilient, Rights Respecting and Hopeful. GSC is a place of care, safety and learning, which provides a life changing experience for children and young people through individual care, education and skills development focused on promoting young people's mental and emotional wellbeing and longer-term positives.

The GSC is committed to ensuring effective e-communication and Information Technology systems are in place to support young people's care and education and the wider functioning of the Centre. The IT Support Officer has an important role in maintaining the computer and network systems of the organisation.

Scope

The duties include responding to queries and problem solving and troubleshooting; diagnosing computer hardware and software issues; setting up and maintaining computer networks and assisting the Senior Staff Team to Project Manage, develop and implement plans and guidance for IT-related developments, including staff training. The GSC has a contract in place with an external IT services provider, and the IT Support Officer acts as a key link between the Provider and Team GSC. The IT Support Officer assists and supports the digitisation agenda at the GSC.

Main Duties:

- Serve as the first point of contact for IT support within the organisation and establish and maintain an internal 'ticketing system' to manage and overview this
- Instal, configure maintain software and hardware components of computer and network systems



- Diagnose and troubleshoot software and hardware issues
- Repair and replace damaged computer and network components
- Ensure the security of client and server computers by installing and upgrading antivirus and firewall software
- Respond to, and support, young people and staff whenever they encounter challenges with computers and network devices
- Support and maintain the set up and operation of the GSC's suite of Apple MACs, I pads and other wireless devices and Applications
- Maintain and update technical documentation regularly (such as user guidance)
- Test new hardware and software before full-scale installation
- Develop a series of templates/user guidance notes for staff in relation to the GSC's IT Systems
- Keep clear records of the IT support requests and queries being raised across the centre and report on this to the SMT via the Head of Practice and Professional Development
- Work effectively with all Centre teams and services and provide accurate information to regulators where required.
- Work with House Managers and Heads of Service to support the review of procedures, implementation and monitoring improvements / learning from service shortfalls.
- In consultation with the SMT, contribute to organisational project management tasks and the GSC Promise Foundation Groups as required, including researching, installing and configuring systems and new software to support other practice and business developments
- Ensure effective maintenance of inventory records for all ICT equipment and identify and where appropriate consult on areas of GSC systems and operations which need attention/development.
- Liaise with and where required, provide technical and specialist information to external partners in relation to the organisational ICT infrastructure.
- Actively contribute to GSC training and development in relation to Office 365 and our IT infrastructure and Directories
- Contribute to the management of ICT servers and creation of user accounts for staff, including email; Manage data back-ups for disaster recovery purposes; Support security permissions ensuring confidentiality of organisational information.
- Support the effective operation of GSC's CCTV system, under the direction of the Operations
 Manager including where required assisting with the production of media for internal or
 external use
- Monitor Drive capacity and general interdepartmental folder structures and support the Housekeeping and Data Hygiene regime
- Assist and Support with the technical setup of presentations (in person and virtual)
- Liaise with 3rd Party bridging link providers for Children's Hearings and Court Appointments where applicable.
- Assist with the design, implementation and maintenance of GSC's staff and pupil Intranet
- Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.



	Essential	Desirable
Qualifications	 General secondary education, with demonstrated strength in IT related subjects. Proven capacity to learn and apply new technology Evidenced commitment to innovation 	 Higher education college course in computing or IT support Level 2 Certificate in ICT Systems Support or Level 3 Diploma in ICT Professional Support Recognised industry certification including the CompTIA A+, Google IT Support Professional certification and related courses from Microsoft and Cisco.
Experience	 High level of technical IT skills and knowledge, including evidenced experience of working with data base and software applications and installation and maintenance. Experience of working in a busy environment Experience of working within an IT support role which involves responding to queries and problem solving and troubleshooting Evidenced competence in diagnosing computer hardware and software issues Evidenced experience of setting up and maintaining computer networks and Applications Experience and competence in writing user guidance for IT-related developments, including staff training. 	 Previous experience of delivering IT supports in a School or Residential Childcare setting An understanding and experience of working with young people Experience of working in a Public or Third Sector multiprofessional team setting The post holder will be expected to participate in role specific and GSC mandatory training to enhance personal and professional development. Project Team experience
Skill & Knowledge	The ability to work as part of a team.	Working knowledge of relevant local and national and sector protocols, guidance and products



- The ability to communicate effectively both in person, in writing and during ecommunication with young people and staff in all roles
- Ability to work under pressure and to balance competing priorities in order to meet urgent deadlines.
- High level of technical IT skills and knowledge, including working with data base and software applications and installation and maintenance.
- Ability to interpret complex information including data sets.
- Ability to work constructively with others with effective interpersonal skills.
- Awareness of the importance of confidentiality and data protection legislation with an understanding in relation to retention periods.
- A background in Networking including LAN and Wireless, protocols, managed switches, copper and fibre links, etc.
- Experience of MS Windows System Support.
- Experience and/or knowledge of MS Exchange, email accounts, and user profiles.
- Strong analytical skills with proven problem solving ability.
- Proven ability to operate in high pressure situations, successfully handle multiple competing priorities and possess a high level of discipline while displaying a high degree of flexibility and professionalism.
- Ability to develop clear and concise documentation.
- Commitment to Learning & Continuing Professional Development
- Working within Professional Boundaries



Personal Qualities

- Work effectively within a group
- Identify and solve problems
- Be able to reflect on own practice and demonstrate initiave
- Build effective relationships with young people and colleagues
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Be able to communicate a positive, caring attitude, and actively listen to young people, colleagues and partbners of GSC
- Maintain & encourage effective working relationships with staff

Additional information

If you would like to find out more about this opportunity, please contact Paul Brooks, Head of Practice & Professional Development on 01505 864500.



Receptionist

Job description

Position title: Receptionist

Reports to: Finance/Office Manager

Contract Type: Permanent Position Type: Full time

Hours of work: 37.5 hours each week
Pattern of work: Monday to Friday.
Salary guideline: £20,475 per annum

Purpose:

To provide an effective and efficient Reception and clerical support through the provision of administrative procedures as required by staff of the Good Shepherd Centre.

Main Duties:

- 1. Greeting visitors and stakeholders to the Good Shepherd Centre in a confident and professional manner.
- 2. Based within the busy Control Room of the Good Shepherd Centre, operating the main switchboard ensuring the logging of all calls received as well as effectively communicating any messages in a timely and accurate manner.
- 3. Receiving internal and processing external calls as required and maintaining an accurate record on digital systems.
- 4. Monitor and maintain daily occupancy records via appropriate digital systems. Report occupancy activity on a weekly basis.
- 5. Monitor, process and record arrival and leavers data.
- 6. Binding documents for internal use as required.
- 7. Accept and record delivery of all goods to Good Shepherd Centre.
- 8. Adhere to the Good Shepherd Centre's code of strict confidentiality.
- 9. Any other ad hoc duties outlined by the Finance/Office Manager.

	Essential	Desirable
Qualifications	A relevant qualification in Business Administration	Additional customer service qualification (NVQ/SVQ)
Experience	Previous reception experience in a similar public/third sector role	



Knowledge and skills	 Highly IT literate including Microsoft Office Packages especially Excel Excellent verbal and communication skills Able to demonstrate sensitivity and discretion Confident communicator whether by phone or face to face
Personal Qualities	 The ability to work well as part of a team The ability to use one's own initiative The ability to remain calm and patient under pressure A caring and approachable person A organised person with the ability to multi task

If you would like to find out more about this opportunity, please contact Louise Hughes, Finance/Office Manager on 01505 864500.



Benefits

Below is a summary of our typical Statement of Main Terms and Conditions of Employment. We believe we offer a generous package of benefits to all our emplyees including:

Hours of work

Normal hours of work for a full-time post will be 37.5 hours

Annual leave

The annual leave for the post is 20 days, rising to 25 days after 5 years' service and to 28 days after 10 years' service

The annual leave year runs from 1st January to 31st December

There are 12 additional days per annum which are designated as public holidays

Pro-rata entitements for part time staff

Pension

Employees with permanent contracts, or temporary contracts lasting 3 months or more, become members of the Local Government Pension Fund, unless they apply to opt out.

The employee contribution is based on salary level.

Other benefits

- Life Assurance 3 x salary, subject to being a member of the pension scheme
- Cycle to Work Scheme
- Employee Assistance Programme
- Blue Light Card scheme
- Lunch/meals
- On site car parking



How to apply

We hope you have found the information in this pack both useful and informative.

If you are looking for a new and exciting role in the third sector and would welcome the opportunity to help young people achieve their potential, then working as part of our dedicated and experienced team may be a good move for you

Please note, as per our company policy, we are strictly unable to accept CV's.

To apply, please complete our application form available to download below and submit to applications@goodshepherdcentre.org.uk by the closing date. Alternatively you can request an application pack by email at applications@goodshepherdcentre.org.uk or by telephone on 01505 864500.

While we appreciate the time and effort put into applying for a post with us, we regret that due to the high volume of applications that we receive we will be unable to respond to unsuccessful applications. If you are selected for an interview, we will contact you within seven days of the closing date.

Pre-Employment Medical Questionnaires will be undertaken prior to confirmation of employment. All convictions whether spent or unspent must be declared . These posts are regulated work with children under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where an individual has spent a continuous period of 3 months or more out with the UK in the last 5 years, an Overseas Criminal Record Check will be required. You will be required to provide this check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these preemployment checks being deemed satisfactory.

Applications will be shortlisted for interview by matching the details given in their application against the job description and person requirements. We would therefore ask you to provide clear evidence to show how your experience, skills and knowledge match those requirements.

We are developing an innovative selection process to have a focus on values and engagement with young people.

Thank you for your interest in working with us. If you have any questions at all, please do not hesitate to contact either the contacts given herein for each job role or the HR department on 01505-864500.

Best	wishes,

The Good Shepherd Centre





"Staff try to support you as much as possible to help you maintain a positive image for the future" Young Person

"We heard of numerous opportunities for staff to take part in various projects and groups aiming to effect positive changes." Care Inspection report, June 2020 (February 2020 Inspection)

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