



## **Team Leader Job Description**

**At Inspire, we aim to become the provider of choice and deliver exemplary delivery of care for children with learning disabilities in the UK.**

**Our aim is to ensure that our children are not disadvantaged and any disability is seen as an opportunity for innovative and inspirational thinking.**

### **Main Purpose of the job:**

To assist the Manager and/or the Deputy Manager in achieving the aims and objectives of the Statement of Purpose and upholding Inspires guiding principles and values.

To support and manage the staff team to enable them to meet the needs of the children effectively by leading the shift and making informed decisions.

To undertake direct work with children and young people as appropriate.

To work in partnership with other professionals to achieve optimum outcomes for young people.

Promote a motivated and inspired energised environment that reflects positive staff engagement and accountability.

To recognise the potential capabilities of all our children, providing opportunities, encouragement and support both physically and emotionally. Where others may see limitations, we inspire to deliver innovation.

To achieve optimum outcomes, communication and ability to use a variety of systems including body language, Makaton, PECs, verbal communication and basic sentence structures will be key to this role.

To safeguard all children by demonstrating your knowledge of policies and procedures and implementing these. To have the confidence and evidence your professional curiosity with colleagues and senior colleagues alike that will improve our care and safeguard the children. To have sound knowledge to implement the whistleblowing policy regardless of whom this may involve.

Reviewed February 2023





## **Equal Opportunities:**

All young people are equally entitled to have their needs met in a fair and balanced way. Team Leaders are responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

## **Duties & Responsibilities**

To meet the needs of children through:

- To have proven skills, knowledge and/or experience in managing and leading a team in a positive and effective manner
- To plan the shift ensuring adequate cover, delegated duties and awareness of all appointments ensuring that these take place
- Ensuring that each member of staff is aware of each child's care plan and their responsibilities for its implementation
- To undertake training and learning to be able to communicate with our non-verbal children using sign language, Makaton, Pecs, Smart Box etc.
- To undertake child specific training such as Peg feeding, specific health needs and medication competencies including rescue medication
- To administer or to ensure that every child has been administered their medication correctly and that this is documented
- Ordering, administering and auditing medication in line with support plans
- To ensure the correct storage of medication in line with organisational policy, The Human Medicine Regulation 2012 and to highlight any errors with immediate effect
- Attending childcare reviews and planning meetings to provide information and achieve best outcomes for young people
- Undertaking direct work with young people and acting as an appropriate role model for Support Workers
- Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place
- Attending to practical matters in relation to childcare including personal care and upkeep of personal equipment
- Establishing positive relationships with young people and always offering them unconditional and positive delivery of care
- Meeting the physical, emotional, behavioural, cultural and educational needs of young people

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- Being ambitious for young people, helping them achieve their goals and optimise their potential
- Empowering young people and facilitating their active involvement in the decision making about their lives and future
- Support young people with their education and learning journey ensuring children are prepared for school with all necessary equipment and dressed to a standard with the correct uniform, additionally ensuring that communication with the school is proactive and effective
- To undertake all training requirements including the relevant Level 4 Diploma to enable you to have a sound knowledge and skill base to enhance the learning journey of the children.

#### **To manage a staff team through:**

- To be an exemplary role model that the staff team look up to for guidance and support being inspirational and motivational
- Being aware of the aims and objectives and guiding principles of the home and working collaboratively with colleagues to achieve them
- To attend and pass MAYBO training (physical intervention) using this strategy and method when required and as appropriate
- To be aware of your own professional conduct and presentation towards the children, your colleagues and any professional persons or visitors to the home
- Providing supervisory control and direction in relation to staff duties and responsibilities
- Taking responsibility for planning shifts handovers and ensuring their smooth running when on duty
- Providing consultation and informal advice and support to staff in relation to day to day matters
- Contributing to team and staff meetings to facilitate good communication and staff development
- To adhere to policies and procedures and any additional protocols that are in the home
- Ensuring staff work within the Home's protocols, policies, procedures and Quality Standards
- Providing managerial control and direction in relation to staff duties and responsibilities
- Assist with the induction training for new staff into the home
- Probation Supervision of new starters during their probationary period

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- Develop a management style which balances the need to exercise control and give direction with the need to offer staff the opportunity to make appropriate and empowered decisions
- Ensuring all equipment for children is maintained and of a good standard and regularly serviced

#### **General Responsibilities:**

- To assist the Registered Manager and/or the Deputy Manager in the implementation of all aspects of the Statement of Purpose
- To hold a Level 4 Diploma Qualification / completion of 50% working towards 100%
- To drive company vehicles – subject to policies and procedures
- To work on a rota basis according to the needs of young people
- To ensure that resources are allocated appropriately and financial records are accurately maintained under the direction of the Registered Manager and/or the Deputy Manager
- To receive supervision in line with Quality Standards and to take responsibility for personal development and progress of individual training needs
- To carry out all other reasonable tasks as directed by the Registered Manager and/or the Deputy Manager
- To deputise in the absence of the Registered Manager and/or Deputy Manager

#### **To develop systems which ensure the effective allocation of resources through:**

- Ensuring adequate staffing levels that meet the needs of the Home
- Ensuring that budgets are managed effectively and the use of finances is properly monitored including petty cash returns, weekly attendance records
- Ensuring that company vehicles are clean and regularly maintained
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary

#### **To promote the efficient and effective operation of the Home through:**

- To ensure the staff team have a good knowledge of safeguarding procedures and whistleblowing policy
- To demonstrate a sound and robust knowledge of safeguarding procedures and whistleblowing policy

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- Developing in consultation with young people and staff routines in relation to all aspects of child care that enhances the child's learning and their opportunities and experiences
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition
- Responsibility for the health, safety and welfare of self and colleagues in accordance with the requirements of the organisational Health and Safety Policies and Coshh.
- Adhering to the confidentiality policy and data protection under GDPR 2018

Name	
Signature	
Date	

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