

Team Leader

Job Description

CareTech Community Services Limited



Team Leader, Job Description

Reporting to: Registered Manager, Deputy Manager.

Responsible for: The wellbeing & safety of the young person in your care. Supporting colleagues within the service.

Liaison with: Registered Manager, Co-Lead Residential Support Workers, Residential Support Workers, Education, Therapy, Management Team & members of other agencies in multi-disciplinary team.

Purpose of Job

To operate within the company's policies and procedures to promote the welfare, safety and personal development and well-being of Young People receiving Care from Greenfields.

To ensure that the physical, emotional and psychological needs of Young People accessing the service are met.

Main tasks of job:

Care Practice

- To follow the Care Plan of each young person and adhere to Risk Assessments
- To support the young person in daily routines such as cooking of meals, cleaning, monitoring of hygiene, leisure activities etc
- To take part in and encourage young people in outdoor or family activities as per Care Plan
- To assist with the day-to-day running of the home and ensure a high standard of hygiene, safety and homeliness
- To assist young people to maintain constructive contact with their families, friends and other significant people, as identified in the young person's Care Plan
- To support, advise and monitor young people's health and wellbeing
- To encourage and support young people in expressing their views, wishes and complaints
- To assist young people to develop appropriate behaviour through the use of encouragement, praise, rewards and role modeling
- To provide care, which is consistent with the home 'Statement of Purpose'

- To act as a Key Worker for a young person. This is to include responsibilities such as:
 - Arranging individual time with a young person to enable them seek guidance, advice and support on any matter
 - Monitoring the individual Care Plan and the Risk Management Plan
 - Monitoring that the young person's file is up to date
 - Ensuring that the young person's health, cultural and religious needs are being met
 - Ensuring that the young person leisure and social needs are being met
 - Undertaking specific therapeutic care tasks as directed by the Registered Manager / Therapist
 - Liaising with other staff / professionals in the Company about the young persons, wishes, feelings and needs
 - Where directed, liaising with family members, professionals or significant others

Therapy

- To follow the therapeutic plans, strategies and guidelines given about the young person's care, education and therapeutic needs
- To attend therapy sessions with the young person when requested

Education

- To attend daily education with the young person and act as classroom assistant when required by the teacher

Administration

- To attend all meetings as required i.e. Care Plan meetings, Statutory reviews, Company Meetings, Team meetings, Practitioner's meetings, supervision or other meetings held about young people
- To read all young people's files and keep up to date with all the plans and therapeutic strategies
- To complete and maintain all necessary recording documentation for young persons file
- Where requested to assist in the production of Personal Development Plans or Statutory Review Reports
- To familiarise yourself & work in accordance with all policies and procedures set out by the company
- To familiarise yourself work in accordance with the philosophy and guidelines identified in the Children Act (1989), the Care Standards Act (2000) and the National Minimum Standards for Children's Homes

Health & Safety

- To be responsible for the safety of young people in your care and protect them from physical, sexual or emotional harm
- To follow risk assessment procedures and to help assess the risk of harm to young people and others
- To report dangerous, abusive, discriminatory or exploitative behaviour affecting young people
- To adhere to and promote the Company's Health and Safety Policy and ensure the maintenance of a safe environment

Operational

- To attend all training instructed by the Company
- To provide emergency cover at any of Greenfields homes as instructed
- To honour work commitments, agreements and arrangements, and to be flexible with working hours
- To drive company transport as instructed and ensure that the transport is kept in a clean and serviceable condition according to company policies and guidelines
- To work as a member of a team to provide a positive living experience for young people
- To fulfil 'sleep-in' duties in-line with rota, to work weekends, Bank Holidays as indicated on the rota

Good Practice Expectations

- To respect diversity and provide support to help young people develop their identity in respect to gender, disability, religious, cultural or sexual orientation
- To promote equal opportunities for young people
- To ensure a high standard of personal behaviour at work and refrain from swearing, using offensive language, whether this is sexist, racist or in any way discriminatory
- To be mindful of confidential information about young people and comply with the Company's confidentiality policy
- To work in accordance with the standards of practice as identified in the 'Code of Practice for Social Care Workers', as produced by the Care Council for Wales (attached to job description)

Specific Responsibilities for Team Leader

- In addition to the key responsibilities applicable for all care staff the Team Leader / Senior Residential Support Worker has additional responsibilities which they may share with the Deputy Registered Manager
- The allocation of specific tasks will be devolved at the discretion of the Registered Manager. This will take into account the specific needs of the young people and the home and will reflect the skills and development needs of staff. These additional responsibilities may include any of the following:
 - Responsibility for overseeing designated budgets, accounts and financial systems
 - To oversee and monitor that all recording is undertaken and reaches a required standard
 - To be responsible for the security, health and safety and maintenance issues in the home
 - To attend meetings with, or on behalf of the Registered Manager
 - To oversee and monitor the achievement of specific household tasks and routines
 - To provide advice, support and guidance to Residential Support Workers on Policies and Procedures, standards of care and implementation of the young person's Care Plan
 - To devise and manage staff rotas
 - To ensure cover for staff in the event of holiday, sickness or training
 - Responsibility for co-ordinating activity and leisure programmes
 - To act as the senior responsible person on shift in the absence of other senior staff and to take overall responsibility for ensuring staff compliance with the policies and procedures and the young person's Care Plan.
 - To assist with the devising and writing of Care Plans, Review Reports, Risk Assessments and therapeutic strategies
 - To write reports as directed for Care Planning Meetings, Statutory Review Meetings and other meetings about the young person
 - To complete resolution meetings
 - To chair house meetings
 - To be a part of the on call rota
 - To assist in office work as requested by registered manager
 - To chair handover
 - Supervise staff
 - Mentor inductees

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

No employee of the company **may**:

- Abuse neglect or harm young people, their family or colleagues
- Exploit young people, their families or colleagues in any way
- Abuse the trust of young people or the access to personal information about them
- Form inappropriate relationships with young people
- Discriminate unlawfully or unjustifiably against young people, carers or colleagues
- Behave in a way, in or outside of work, which would call into question your suitability to work with young people

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job Description approved by:

Signature:

Date:

Person Specification Team Leader

Qualifications	Essential	Desirable	Verified by
Level 3 Diploma for the Children and Young People's Workforce (children's social care pathway) or equivalent	E		Certificate

Experience	Essential	Desirable	Verified by
Minimum of 2 years' experience working with children / young people in a residential setting	E		Application Form / Certificate
Demonstrable experience of managing people in a residential setting	E		Application Form / Certificate
Experience of monitoring, recording and reporting	E		Application Form / Certificate

Skills	Essential	Desirable	Verified by
To use own initiative when required	E		Application Form / Certificate
Leadership and Motivation Skills	E		Interview
Excellent interpersonal skills both oral and written	E		Presentation / Interview
Effective Team Working, understanding & practice	E		Presentation / Interview

Knowledge	Essential	Desirable	Verified by
Children's' Homes Regulations	E		Application Form / Interview
Children Act 1989, 2004, and the Children Leaving Care Act 2000	E		Application Form / Interview
Protection of Children Act 1999	E		Application Form / Interview
The needs of children and young people in public care	E		Application Form / Interview
Awareness of agencies and services relevant to the needs of children in public care	E		Application Form / Interview
Awareness of equal opportunities in day to day practice	E		Interview
Child Development	E		Application Form / Interview
Understanding of intervention strategies	E		Interview
Understanding the principles and practical application of safeguarding and child protection	E		Interview

Ability			
Work in partnership with families and external agencies	E		Interview
To participate and function professionally in meetings	E		Interview
Effectively communicate with children, young people, staff and other professionals	E		Application Form / Interview
To take the lead and ensure other team members follow policy and procedure	E		Interview
Supervise and promote the development of staff	E		Interview

Other Requirements			
Ability to work on a rota system including sleep-ins, days, evening and weekend working	E		Interview
Demonstrable commitment to valuing diversity	E		Application Form / Interview
Full Driving Licence	D		Application Form
Be flexible when needed to provide cover to other homes	E		Interview