

## **JOB DESCRIPTION**

**Job Title: Team Leader**

**Responsible to: Home Manager/Deputy Manager**

**Location: As assigned**

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### **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 uphold the organisations missions statement and values. To support and manage the staff team to enable them to meet the needs of the children and young people. To undertake direct work with children and young people as appropriate. To ensure each shift is planned and resources allocated. To work in partnership with other professionals to achieve optimum outcomes for young people. To offer supervision and support to staff in line with National Minimum Standards and as directed by the Registered Manager and/or the Deputy Manager.

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### **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.

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### **Duties & Responsibilities**

#### *To meet the needs of children through:*

- Ensuring that each member of staff is aware of each child's care plan and their responsibilities for its implementation
- 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
- Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place
- Chairing children's meetings and facilitating consultation with young people generally
- Acting as an appropriate adult at PACE interviews

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

- Providing supervisory control and direction in relation to staff duties and responsibilities
- Taking responsibility for planning shifts and ensuring their smooth running when on duty
- Providing consultation and informal advice and support to staff in relation to day to day matters
- Offering 1:1 supervision to staff in line with National Minimum Standards

- Contributing to team and staff meetings to facilitate good communication and staff development
- Ensuring staff work within the Home's policies, procedures and National Minimum Standards requirements
- Providing managerial control and direction in relation to staff duties and responsibilities
- Assist with the recruitment and retention of staff including induction training for new staff into the home
- Supervision of new starters during their probationary period
- 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 decisions
- Identifying and progressing individual training and development needs of staff in the context of their personal development plans
- Undertaking annual appraisal of staff
- Addressing issues in relation to conduct and competence of staff
- Undertaking management investigations when required
- Assist the Registered Manager in promoting personal and professional development through the appropriate delegation of duties and responsibilities

*General Responsibilities:*

- To assist the Registered Manager and/or the Deputy Manager in the implementation of all aspects of the Statement of Purpose
- To run in-house workshops on childcare related matters to facilitate implementation of formal training and improve childcare practice
- 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 National Minimum 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:*

- Developing in consultation with young people and staff routines in relation to all aspects of child care
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition
- Creating rotas which fit best with children's needs and which allow proper handovers between shifts
- Ensuring that there are appropriate and adequate reporting and recording systems in place to comply with National Minimum Standards
- Attending to all administration issues in relation to the Home and the provision of weekly management information reports for Central Services

**TEAM LEADER**

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Secondary Education with good standard of literacy and numeracy</li> <li>• Diploma Level 3 Children &amp; Young People Workforce or NVQ equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Management/Supervisory qualification</li> <li>• Current driving licence</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of National Minimum Standards</li> <li>• Knowledge of the Children Act and other relevant legislation</li> <li>• Awareness of Equal Opportunities/ADP issues</li> <li>• Team Building Skills</li> <li>• Supervision Skills</li> <li>• Ability to manage teams effectively</li> <li>• Ability to communicate both verbally and in writing</li> <li>• Understanding the needs of BESD children including managing challenging behaviour</li> <li>• Excellent organisational skills</li> <li>• Ability to motivate and enthuse staff</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling Skills</li> <li>• Training Skills</li> <li>• Drugs Awareness Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1 years relevant supervisory experience</li> <li>• 12 months experience of working in a residential setting with young people with challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of acting as an appropriate adult (PACE)</li> </ul>