# Job Description Team Leader- Residential Childrens Home POSCODE:

Grade: **SO1**

#  Overall purpose of the job

To lead a team supporting children and young people who may have additional needs to achieve positive outcomes that are important to them in line with the service purpose. These include developing independence, learning new skills, getting on with other people, having fun and doing activities they enjoy.

To work with and support their parents, carers and a wider family so they are confident in the support and care we provide for their child and have the break they need.

Provide direct line management to a team of residential staff to deliver high standards of care and support, including leading shifts and working with the Registered Manager to ensure compliance with regulatory requirements and organizational policy and procedure. and ensure the delivery of high-quality care and support that achieves positive and agreed outcomes for children and young people and an outstanding or good or equivalent rating in external inspections. Deputize in the absence of the Registered Manager

#  Main accountabilities

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|  | **Main accountabilities** |
| 1. | Manage and lead a team of residential and other workers on a day to day basis in delivering 24 hour high quality support, including the management of shirts.Ensure that the service meets all the requirements of Cambridgeshire County Council and the regulating bodies. |
| 2. | Lead and be accountable for the achievement of positive outcomes for children and young people and share responsibility for a delegated part of the service and allocated resources. Use the self-evaluation quality assessment framework to ensure that the service is meeting regulatory requirements and to take relevant action to address any shortfalls, in consultation with the Registered Manager. |
| 3. | Ensure that the views and wishes of children and young people are sought, heard and responded to in a way that suits them on a day to day basis and in wider decision about their support and the service. |

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|  | Lead by example and ensure you and others have access to and use a variety of communication methods that suit individual children and young people. |
| 4. | Work in partnership with parents and carers and ensure their views and needs are sought, heard and responded to in a way that suits them on a day to day basis and in wider decisions about their child’s support and the service. |
| 5. | Be responsible for ensuring a safe and positive work and service environment is achieved through compliance with all safeguarding, safer recruitment, health and safety, behaviour support policies and procedures within the defined area of responsibility |
| 6. | Deliver services and lead by example to ensure that staff are supporting children and young people to achieve their full potential.Ensure effective communication, participation, positive behaviour support, personal care, administration of medication, and meeting of health needs and provide access to a range of activities in line with support plans planning. |
| 7. | Lead, inspire, motivate and manage a team of workers and support staff, ensuring the service is appropriately staffed and covered at all times in line with the service purpose and regulatory requirements.Manage staff in accordance with agreed procedures and equally apply the same high standards of management. |
| 8. | Build and maintain positive, professional working relationships by providing emotional and social support to children and young people who can display challenging emotional and social difficulties. Working within the community and other settings to assist the child / young person and their family. |
| 9. | To take responsibility on a day to day basis for, and lead the team in, developing and working according to support plans for children and young people.This will involve ensuring that assessment of need, identifying agreed outcomes, carrying out regular reviews take place and they are always be in conjunction with children, young people, their families and carers other professionals. |
| 10. | Provide leadership by example to ensure that records, paper and electronic, are maintained and duly uploaded into the appropriate database. |
| 11. | Establish and develop effective relationships and channels of communication with colleagues, community organisations, partner agencies and other external agencies, including chairing and leading multiagency meetings as appropriate. |
| 12. | Ensure you and the team consistently work according to Cambridgeshire County Council’s policy and procedures, professional practice standards and in line with registration requirements.Be familiar with and comply with health, environmental and safety policies and |

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|  | procedures. In the event of any serious risk, take immediate action to reduce this risk and follow the appropriate procedure. |
| 13. | Seek management support, specialist advice or involvement of other services/professional as needed to meet the needs of the child or young person. |
| 14. | Participate in an on call rota |
| 15 | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs. |
| 16 | To carry out any other reasonable tasks required to support service delivery. |

**Safeguarding commitment** We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

# Person Specification

 **Qualifications, knowledge, skills and experience**

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| **Qualifications Required** | **Subject** | **Essential/ Desirable** |
| level 3 Diploma | Leadership and Management for Residential Childcare or an equivalent Level 5 Diploma as defined by the DFE Guide to Children’s Homes Regulations, 2015**Or**Above qualification to be achieved within 2 years of appointment | **Desirable****Essential** |
|  | Maintaining any required registration in line with the required bodies and ensure Cambridgeshire County Council are notified of any circumstances which could affect your registration status | **Essential** |
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Minimum levels of knowledge, skills and experience required for this job

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| **Identify Describe** | **Essential****/ Desirabl e** |
| **Knowledge** | Willingness to continue to develop through on the job training, attendance at external or online courses and other development activities | Essential |
|  | Knowledge of current best practice and issues relating to children and young people with Special Educational Needs and Disabilities and their familes and carers. | Desirable |
|  | Understanding of and application of equality and diversity as a manager of staff and of a front line service. |  |
| **Skills** | Communicates clearly, and concisely in the most appropriate way, and to produce clear records of support. | Essential |

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|  | Ability to provide lead by example and support to staff while working in a way which is central to the values and service ethos of Cambridgeshire County Council | Essential |
|  | Informed decision making and judgement, utilising these skills to anticipate and identify problems and find solutions | Essential |
|  | Self-motivation, initiative and commitment | Essential |
|  | Experience of planning, prioritising and evaluating activities and own work effectively | Essential |
| **Experience** | Extensive experience of working with children, young people and familes with a variety of needs and able to promote and ensure child centred support, safeguarding and well-being. | Essential |
|  | Use of Microsoft and other office systems to access, store and use information and ability to support others with this in a care setting. |  |
|  | Demonstrates commitment to and contributes to team/departmental objectives and decisions | Essential |
|  | Managing staff, also providing visible and effective leadership and leadership by example in a similar setting. Able to provide reflective practice supervision, ensuring an outcomes focused approach to working with children and young people | Essential |
| **Other Attributes** | Ability to participate in a managers on call rota | Essential |
|  | Ability to work rotas providing 24/7 cover | Essential |
|  | Ability to work from a variety of locations and willingness to travel countywide | Essential |

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| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs | Essential |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. | Essential |
|  | Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. |  |

#  Disclosure level

**Work type**

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| What disclosure level is required for this post? |  |  |
|  | Enhanced with barred list checks |

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| What work type does this role fit into? | Fixed | Flexible | Field | Home |