

## **Job Description**

**Job Title:** Team Leader

**Scale:** Under review

**Overall Purpose:** To assist the Registered Manager in ensuring all responsibilities of the New Pathways Group's residential homes are met.

**Responsible to:** Registered Manager

**Reports To:** Registered Manager

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards Y/P's, staff and other professionals.
2. In conjunction with the Registered Manager ensure the highest standards of care and support is evidenced at all times via quality assurance.
3. Assist Y/P's to realise their full potential in terms of the 5 outcomes of every child matters (2004 C.A.)
4. Implement individual and team learning and development plans in conjunction with professional and organisational requirements
5. Ensure all policies and procedures in relation to Y/P's, staff and others (professionals & visitors) are implemented.
6. Contribute to the monitoring, evaluation and review of policies and procedures as appropriate.
7. Provide and / or ensure supervision and appraisals in conjunction with laid down standards and requirements in conjunction with Registered Manager
8. Work with Registered Manager at appropriate intervals to monitor and address staff performance via performance management process.
9. Assist in the management and be directly accountable for an allocated weekly budget

10. Assist in the implementation of all designated areas of the children's care plan in accordance with LAC or other reviews.
11. Assist the Registered Manager in chairing regular team meetings on rotational basis
12. Co-ordination and delivery of regular team performance and service reviews.
13. Ensure the health and safety of all Y/P's, staff and visitors to the home by conducting and responding to regular hazard and risk assessments including Regulation 34 and Schedule 6. (Care standards Act 2001)
14. Conduct and / or ensure risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to their duties.
15. Ensure that all records are properly monitored and maintained in conjunction with organisational requirements, data protection and human rights legislation and regulation.
16. Ensure that confidentiality is maintained at all times in respect of organisational policies in respect of young people and staff
17. Check and monitor all staff recording in relation to daily tasks, housekeeping and health and hygiene
18. Attend or designate attendance to appropriate staff members for the attendance at all relevant Y/P care planning, reviews and meetings.
19. Promote equality at all times in respect of standards of care, staff behaviour and performance.
20. Assist Human Resources in conducting staff disciplinary and grievance issues and address poor performance.
21. Ensure all administrative duties and tasks are completed according to legal and organisational requirements.

22. Take responsibility in partnership with the Registered Managers for own learning and developmental needs and ensure implementation of own Individual Development Plan.
23. Attend supervision / consultation sessions on an agreed basis with Registered Manager.
24. Ensure preparation for internal and external audit and inspection is completed within relevant time scales.
25. Attend Residential Management meetings and contribute to the strategic planning, review and development of the organisation
26. Provide out of hours cover on a rota basis to offer appropriate management support as necessary
27. Carry out all other duties as deemed necessary to ensure the highest standards of care at all times.

**Prepared by: Residential Service Manager**

**Reviewed on: February 2010**

**Important Note.**

The work of New Pathways Group is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

The New Pathways Group requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. The New Pathways Group operates a culture of awareness policy and all staff will be subject to thorough reference checks.

**Person Specification**

**Team Leader**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b>Where assessed</b>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Genuine commitment to the welfare of Looked After children.</li> <li>• Committed to Anti-Opressive practice</li> <li>• Honesty, Tolerance, Trust-worthy, Patience, Flexibility.</li> <li>• Interest in the development of other workers</li> </ul>		Interview
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in Health and Social Care or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• DipSW, NVQ level IV or equivalent, NVQ Assessors Award A1 / (D32/D33)</li> <li>• Health &amp; Safety Training</li> <li>• First Aid Training</li> </ul>	Application / Interview
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Children Act 1989/2004 and Every Child Matters &amp; 5 outcomes.</li> <li>• A sound knowledge and understanding of areas relating to Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing knowledge of legislation</li> </ul>	Application / Interview
	<ul style="list-style-type: none"> <li>• Knowledge of child development</li> </ul>		Application / Interview
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Three years residential care experience</li> <li>• Experience of working with staff in a supervisory capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in other settings.</li> <li>• Experience in undergoing Ofsted inspections.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Knowledge of the issues young people have to deal with</li> </ul>		Application / Interview
	<ul style="list-style-type: none"> <li>• Multi-disciplinary approach to meeting clinical, physical and emotional needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Ofsted regulatory procedures</li> </ul>	Interview
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Flexibility to respond to the needs of the organisation and young people.</li> </ul>		Interview
	<ul style="list-style-type: none"> <li>• Ability to motivate, supervise, appraise staff and ensure that training and development needs are met</li> </ul>		Interview
	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> </ul>		Application / Interview
	<ul style="list-style-type: none"> <li>• Experience of completing risk assessments in residential and community settings</li> </ul>		Interview
	<ul style="list-style-type: none"> <li>• Good report writing and organisational skills</li> </ul>		Application / Interview
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Committed to professional development &amp; learning opportunities</li> </ul>		Interview