

## Job Description

<b>Job Title:</b>	<b>Team Leader</b>
<b>Reportable to:</b>	Registered Manager and Deputy Manager
<b>Accountable to:</b>	Regional Director

### Purpose of Job:

To deliver high standards of care, protection and support to Children and Adults with learning disabilities and related complex needs by facilitating their physical, psychological, emotional and recreational development.

### Tasks/Duties & Responsibilities

- To be responsible to the team, senior staff and the Registered Manager for the direct care of the Children, Adults and support of the staff team when on duty.
- To actively promote Swanton Care and Community philosophy of creating a family style home and maintain the home's Statement of Purpose.

### Professional Care Worker Practice

- To assist the Registered Manager in managing a staffed residential home for Children and Adults with Autism and related learning difficulties.
- To help promote a stimulating, caring and culturally appropriate environment for the Children and Adults.
- To provide practical and emotional support to enable Children and Adults under the guidance of the Registered Manager.
- To work closely with the Children and Adults and their families according to programmes and plans that have been put in place.
- To deputise in the absence of Deputy Manager
- To lead shifts when on duty
- To key work at least one Child or Adult
- To manage the key child's or Adults finances
- To administer medication and ensure all records are up-to-date
- Being responsible for meeting Children and Adults needs and communicating these needs to other staff and professionals involved.
- Writing review reports and other reports as necessary.
- Being involved in review meetings concerning Children and Adults.
- Being involved in setting up and implementing personal care plans for Children and Adults.
- To be involved in the selection, assessment, and admission of new Children or Adults with the Registered Manager.
- To help new Children and Adults settle into the home.
- To ensure that all Children and Adults personal records are up-to-date and on file as is required by Regulation.

### To participate in the full range of caring duties including:

- Helping Children and Adults with leisure interests and skill development inside and outside the home.
- Domestic duties (washing, cleaning, cooking etc.)
- Participation in the house shopping with the Children and Adults where possible

- Listen to Children and Adults, regarding their feelings or about any difficulties they may be experiencing.
- Providing personal care to Children and Adults enabling them to look clean and presentable.
- Helping Children and Adults to keep their possessions and living areas clean, tidy and safe.
- Helping Children and Adults to make informed choices.
- Accompanying Children and Adults on holidays.
- Implementing personal care plans set out for Children and Adults.
- Assisting with day care activities.
- Communicating with other staff about Children and Adults needs/activities.
- Recording Children and Adults needs/activities/behaviours in the home's diary system.
- Facilitating regular House meetings with the Children and Adults.
- To help ensure that each Children and Adults health needs are met including:
  - Liaising with medical services (e.g. GP, Dentist)
  - Ensuring the implementation of appropriate medication procedures.
- Monitoring Children and Adults sleep patterns
- Monitoring Children and Adults bowel movement
- Monitoring Children and Adults fluid intake
- Carrying out key working sessions
- Developing the co-key worker
- Monitoring the general state of the home and its grounds
- Carrying out risk assessments and reviews
- Shift planning and delegation of tasks
- Conflict resolution and debriefs at the end of each shift

**To help Children and Adults express their needs and have these met:**

- Implementation of individual programme plans and their ongoing development.
- Establishing good relationships with Children, Adults, relatives and advocates.
- Co-ordinating reviews at least once a year for each Child or Adult.
- Ensuring up to date records are kept in Children and Adult files.

**Liaison and Administration**

- To establish a good relationship with Children, Adults, friends and advocates.
- To work closely and in a professional manner with other professionals, both within and outside the Home e.g. GPs, Consultants, Social Workers.
- To use communication systems effectively e.g. diary, log book etc., and verbally to colleagues.

**Team**

- To participate in staff meetings, training courses and supervision sessions.
- To be a constructive member of the staff team, e.g. to work to the guidance of the Home
- Lead and work co-operatively with colleagues and to use own initiative.
- Complete supervisions for support workers within your team, directed by your manager.

**Other Duties**

- To undertake any delegated tasks from the Registered Manager such as weekly checks and monitoring
- To assist with on-call duties.
- To support the Registered Manager during induction programmes
- To carry out supervision of Residential Support Workers where directed by the Homes Registered Manager.
- To participate in training as required.
- To act in accordance with all policies, e.g. Health and Safety, Admission

**Procedures, Fire Drill etc.**

- To work in a way consistent with the principles of ‘normalisation’ and ‘Equal Opportunities’ i.e. to give each child or Adults practical skills and social status that are valued within their communities.
- To have anti-racist and anti-sexist work practices, which help Children and Adults value anti-discriminatory attitudes and behaviour.
- To driving the Business vehicles, if you over 25 years and have a clean driving licence.
- To work in line with the home’s policy on Health and Safety
- Such other duties as may be required.

**Personal:**

- To take responsibility for own professional development.
- Keep abreast of good practice, Business policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
- To make use of regular professional supervision.
- To undertake and feedback on relevant training courses

**Hours and Annual Leave**

- A flexible 24-hour rota system is worked including evenings and weekends.
- Holiday entitlement: 28 days holiday per year including statutory Bank Holidays.

**Place of Work**

- Team Leader’s place of work will depend upon their specific Home, however they may be expected to help out in one of the other Business residential homes.

**Probation Period**

This position is subject to successful completion of six months’ probation period. The Registered Manager in consultation with the Responsible Individual may terminate or reverse the appointment as a result of poor performance/incompetence or any such practice not befitting a Senior Support Worker.

This is a description of the job as it is at present constituted. It is the practice of the Business to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the Business’s aim to reach an agreement on reasonable changes, but if agreement is not possible the Business reserves the right to insist on changes to your job description after consultation with you.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_