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Job Description

SOC code 6136

**Team Leader**

**Job Title:** Team Leader

**Working hours:** 40 hours per week arranged to meet the needs of the service, including evenings and weekends.

**Reports to:** Registered Manager

**Line Manager:** Registered Manager

**Purpose of the post:** To support and deputise for the registered manager to acheive successful operational management of the children’s service.

# Key Roles

1. To support the manager and staff to maintain highly detailed and accurate records that exceed those required by Ofsted and Achieving for Children
2. To be responsible, with the manager, for the safety, comfort, well-being and goals of each child when they are using the service.
3. To work with the manager to ensure the service consistently meets Ofsted standards of Good or Outstanding. To continuously work towards achieving an Outstanding service.
4. To ensure, as directed by the manager, that all health and safety checks are fully recorded and timely.
5. To work closely with other professionals for the well-being of the children, the staff and the service.
6. contribute to the creation and maintenance of a dynamic, motivated and skilled staff team, who support and work to the values of the organisation.

**Keyrole 1**

**To support the manager and staff to maintain highly detailed and accurate records that exceed those required by Ofsted and Achieving for Children**

* ensure you are always fully acquainted with latest Ofsted regulations and standards
* join with the manager to respond promptly and thoroughly to suggestions made by Regulation 44 visitor
* as directed by the manager, submit reports and requests to Ofsted promptly and to an excellent standard.
* ensure all incidents and accidents are reported promptly and correctly to the manager, or in their absence to Ofsted, Social Worker, AfC & EnhanceAble SMT as required.
* ensure any restraints are recorded accurately and fully reported
* be aware of record keeping skills of all staff and work to rectify through support any shortcomings. Notify the manager of continuing issues.
* with the manager, maintain excellent medication records

**Keyrole 2**

To be responsible, with the manager, for the safety, comfort, well-being and goals of each child when they are using the service.

* with the manager, ensure strict adherence to EnhanceAble’s safeguarding policy
* strive to ensure that each child identifies the service as a home from home
* achieve or work towards level 5 in children’s management and leadership
* maintain excellent support planning
* support the manager to maintain a full suite of paperwork for each child and continuously review, audit and improve these records.
* work in a multidisciplinary team to ensure each child’s needs are fully met
* work closely with parents/guardians to ensure they are involved and listened to
* ensure children’s wishes are listened to, captured, valued and shared as appropriate

**Keyrole 3**

To work with the manager to ensure the service consistently meets Ofsted standards of Good or Outstanding. To continuously work towards achieving an Outstanding service.

* ensure you, and staff have up to date knowledge and training regarding Ofsted’s requirements and standards
* engage proactively with the To work with the manager to ensure the service consistently meets Ofsted standards of Good or Outstanding. To continuously work towards achieving an Outstanding service.
* , Reg 44 inspectors and other bodies to find new and better ways to excel in inspections.
* support the manager to audit the service against standards and work to continuously improve
* role model and inspire staff to meet the highest standards
* actively manage performance of the staff team
* participate competently in inspections

**Keyrole 4**

**To ensure, as directed by the manager, that all health and safety checks are fully recorded and timely.**

* work closely with the manager to ensure prompt and timely repairs, checks and servicing
* support the manager to audit all Health and Safety requirements at least monthly
* work with the manager to ensure all regular checks are carried out and appropriately recorded
* Be aware and follow all updated Ofsted guidance regarding health and safety and other bodies e.g HSE
* support the manager to, or in their absence take responsibility to, deal promptly with any breaches and send relevant reports

**Keyrole 5**

**To work closely with other professionals for the well-being of the children, the staff and the service.**

* value the wealth of experience and expertise that a multi-disciplinary approach offers
* recognise joint working as the default model
* welcome other professionals into the service, giving them time, respect and learning from their expertise
* consult other agencies as a matter of course
* know the local network of professionals well
* attend multi-agency initiatives

**Keyrole 6**

**Contribute to the creation and maintenance of a dynamic, motivated and skilled staff team, who support and work to the values of the organisation.**

* place a high value on learning and reflection
* lead monthly 1:1s with staff (as delegated by manager)
* hold yourself as role model to the staff
* know the staff well and value them
* involve yourself in on the job teaching and modelling
* support the manager to deal with performance issues promptly
* use a range of methods to support the team in their development
* contribute to ensure staff meetings are inclusive and encourage meaningful discussions
* listen to the staff team
* support the manager to create and maintain an environment of continuous learning and improvement

## Person Specification

###### Abilities

* A willingness and ability to work flexible hours (including evenings and weekends) to meet the needs of the service
* to be a mature and experienced care senior who can inspire and enthuse teams and lead by example
* To have excellent communication, administration and IT skills
* The ability to present professionally and carry out professional discussions.
* Ability to analyse and problem-solve
* Ability to work evenings and weekends

### Skills and Knowledge

* To have or work towards Level 5 in children’s leadership
* At least 2 years experience in a senior care role
* uptodate, in depth knowledge of Ofsted requirements
* Knowledge of team and management theory

###### Values

* Support for EnhanceAble values
* A belief that disabled people can live successfully when supported appropriately
* A high value and regard for diversity and equality
* A commitment to valuing staff members and the team