

## Role Profile

<b>Job Title:</b>	<b>Team Leader</b>
<b>Location:</b>	<b>Egerton / St James</b>
<b>Directorate:</b>	<b>Family Service</b>
<b>Grade:</b>	<b>J</b>
<b>Type of Working:</b>	<b>On site</b>
<b>Reports to:</b>	<b>Residential Homes Manager</b>

### 2. Context and purpose of the job:

- This position has responsibility for managing the Therapeutic Unit with the Residential Homes Manager (RHM) in ensuring that the settling is managed and maintained in accordance with the Children Act 1989 and all associated guidance and regulation.
- The post holder will take on management of therapeutic settings staff and contribute to the ongoing development of the unit as directed by the Residential Homes Manager.
- The post holder will have responsibility for the management of the setting in the absence of the RHM and will be expected to make decisions and lead on practice in accordance with the objectives of the service and the setting.

### 3. Accountability for:

#### 3.1 Key Accountabilities Specific for This Post

- To ensure that effective services are offered to young people who are in need of a positive and supportive medium to long term therapeutic placement.
- To manage resources in line with best value, ensuring that equipment, materials and accommodation are maintained to a consistently high standard and in accordance with health and safety requirements.
- To ensure that all council policies and procedures relating to Child Protection and Looked After Children are adhered to by staff and ensuring that any changes are notified to the staff group.
- To carry out their role as Premises Controller.
- To ensure effective management practises and standards are applied at the setting within legal and statutory guidelines.
- To ensure the dignity and rights of the service users are respected at all times.

- To ensure the needs, wishes and views of young people are taken in to consideration and communicated to other agencies as appropriate.
- To effectively implement the complaints procedure at the setting.
- To ensure all appropriate records are maintained in an efficient and effective manner including safeguarding security and confidentiality.
- To provide written reports and records as required by line management.
- To support young people to participate by expressing their views and feelings about daily life within the setting.
- To assist the RHM and act on own initiative to ensure that the leadership of the setting is undertaken in a clear and consistent fashion, ensuring that staff members also take responsibility for providing a high quality of supervision and support to the young people at the setting.

## Policy Strategy and Development

- To identify service developments.
- To monitor and review practices and management within the settings, making suggestions and consistently critically analysing practice and policy to ensure the consistent application of a client focussed service.

### **3.2 Financial and Asset Responsibilities**

- To ensure that client and staff and client financial claims are not excessive and are in accordance with the amount laid down by policies, procedures and guidelines
- To purchase goods and materials, on behalf of the RHM as required, and to ensure that petty cash arrangements and behaviour modification incentive schemes for the young people are properly managed and administered
- To undertake delegated financial responsibilities as directed by the RHM.

### **3.3 Staff Responsibilities**

- To supervise, appraise and develop staff within the setting, ensuring that staff receive written feedback and ongoing support in a thorough and timely manner
- To manage performance and disciplinary issues proactively, ensuring that staff are made aware of the standards expected of them and are given support to achieve these standards.
- To identify individual and team training needs, and to develop work planning strategies with the RHM

- To directly supervise therapeutic and support staff, who undertake roles and responsibilities in different work areas (support work, cleaning, cooking, premises maintenance)
- To ensure that up to date risk assessments are in place for staff supervised and that risk assessments are updated on an ongoing basis
- To maintain and monitor staff absence records.

### **3.4 Other**

- To maintain client information and records.
- To draft simple and complex correspondence, using client information, to advocate and support the needs of the client.

## **4. Promotion of Corporate Values**

- To ensure that customer care is maintained to the agreed standards according to the council's values,
- To ensure that a high level of confidentiality is maintained in all aspects of work.
- To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

## **5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **6. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Job Title:</b>	<b>Team Leader</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Experience relevant to post</b>		
Experience in a management position in a therapeutic setting for young people. Experience in Children's Service	Essential	Application/Interview
Ability to maintain records and prepare correspondence and reports and to supervise other staff in doing so. Also develop, monitor and maintain appropriate recording systems	Essential	Application/Interview
Ability to work in a positive way with young people who present challenging behaviour and to assist other staff in doing so.	Essential	Application/Interview
<b>Competencies and special aptitudes</b>		
Ability to relate to and communicate with a wide spectrum of people including young people, their carers and other professionals whilst maintaining appropriate professional boundaries and working in partnership.	Essential	Application/Interview
Able to take a lead role in managing the budget	Essential	Application/Interview
Ability to collect and analyse data.	Essential	Application/Interview
Ability to undertake assessments and use them to inform the care planning process	Essential	Application/Interview
Ability to chair meetings as required and to contribute positively representing both your own views and those of others.	Essential	Application/Interview

Ability to effectively manage a team and to make decisions and delegate tasks appropriately. Ability to supervise, evaluate and appraise staff skills and practices.	Essential	Application/Interview
Ability to work with young people in stressful situations, acknowledge and managing your own stress and that of others.	Essential	Application/Interview
<b>Knowledge relevant to the job</b>		
Knowledge of growth and development of children and young people	Essential	Application/Interview
Knowledge of the Children's Home regulations 1989 and good standards of practice in residential child care	Essential	Application/Interview
Understanding of group behaviour including effective teamwork.	Essential	Application/Interview
Knowledge of commitment to young people's rights and participation	Essential	Application/Interview
Knowledge of health and Safety Policies and Procedures	Essential	Application/Interview
Knowledge of child protection procedures.	Essential	Application/Interview
<b>Education</b>		
Ability to demonstrate literacy and numeracy to a level required for report writing, maintaining legible records, managing petty cash and undertaking delegated administration tasks.	Essential	Application/Interview
DipSW, CQSW or NVQ Level 3 in childcare.	Essential	Application/Interview
NVQ 4 or willingness to undertake	Essential	Application/Interview
<b>Training</b>		
Relevant Training in child care practice (internal, external).	Essential	Application/Interview
Willingness to undertake training that is identified for your personal and team development, particularly	Essential	Application/Interview
<b>Special job requirements</b>		
Willingness to work planned weekends and unsociable hours if necessary.	Essential	Application/Interview
Ability to be on call as requested	Essential	Application/Interview

Genuine Occupational Qualification		
	Essential	Application/Interview
Commitment to Council Aims and Values		
Commitment to anti-discriminatory practice demonstrated by knowledge of the implications of equal access to service delivery	Essential	Application/Interview
An understanding of the effects of discrimination and prejudice on families and colleagues and the particular impact it has on children, families and adults who are socially isolated and excluded	Essential	Application/Interview

The information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.