

Calcot Services for Children

Job Description

Team Leader

JOB TITLE	Team Leader
PLACE OF WORK	CSfC
RESPONSIBLE TO	REGISTERED MANAGER

PURPOSE OF JOB To deliver high standards of care, protection and support to children and young people by facilitating their physical, psychological, emotional & recreational development.

TASKS/DUTIES & RESPONSIBILITIES

To be responsible to the team, senior staff and the registered manager as a senior member of staff, for the direct day-to-day care of the children and young people and supervision and support of the staff team.

To actively promote CSfC'S philosophy of creating a jargon-free family style home and maintain the home's Statement of Purpose.

Profession child care practice

- To take part in an induction process. Ensure that you are aware of the organisational and legal policies and procedures, and work within them.
- To be aware of and have an understanding of the therapeutic community model on which the home's practice is based and the theory that underpins the model.
- To be familiar with and aware of child protection issues procedures and guidelines.
- To ensure you have all relevant information on the young person's background and present needs by reading all relevant documents & signing records.
- To be aware of relevant information, that requires daily attention young people's logs, incident files, sanction and communications books, diary etc.

To ensure that you record all information accurately and legibly and communicate it appropriately.

- To attend handovers giving and receiving all information appropriately as well as contributing to discussions and debriefings.
- Agree consequences to actions with children and young people that will benefit the child or young person and create opportunities for changes in behaviour and renewed confidence in line with the organisation's practice model and with National Minimum Standards.
- To assist in formulating risk/assessments of needs for each child or young person and to compose monthly/six monthly reports.
- To contribute to the normal development of the children and young people through the provision of a healthy life style. To be aware of the young people's leisure and recreational needs and preferences within organisational policies and guidelines.
- To communicate all concerns to the registered manager with regards to the children and young peoples physical or emotional needs and be alert to signs of distress or abuse, and to ensure that children and young people are monitored and protected.
- To listen to and talk to children and young people, and to observe their behaviour, and record significant features.
- To contribute to placement planning, participating in reviews and other meetings as required, and to assist in the implementation of placement plans to facilitate the young people working towards the aims and goals of their care plans, taking into account the views of the young person.
- To carry out the responsibilities of a key-worker as described in CSfC staff policy.
- To attend group meetings with an awareness of how communication promotes emotional growth and development whether verbal or non verbal.
- To promote CSfC's philosophy of behaviour management through consistency, respect, warmth and empathy and above all compassion
- To provide for the child or young person's physical needs as necessary, for example, by cooking, washing, ironing, shopping, bathing (where

appropriate), budgeting, or by enabling young people to carry out such tasks for themselves.

- To assist in returning them to their families or enable them to move on to alternative cares or independence at the appropriate stage in their lives.
- To ensure the rights and needs of children and young people are met as fully as possible whether spiritual, physical, intellectual cultural or social and to ensure that the children and young people's primary needs are met when on shift.
- To provide a caring and supportive environment for children and young people that respects and affirms their racial, cultural and religious identity and lifestyle.
- To facilitate and support any family or other contacts important to the individual child or young person, agreed by reviews/planning meetings or court hearings. Also to protect children and young people from contact with individuals who have been deemed as inappropriate or a danger to the individual child or young person.

Professional practice

- To act as a member of the staff team, supporting colleagues, providing supervision and receiving support as necessary. To be a link between the manager and the team for information and communication. To maintain and monitor staff effectiveness and completion of tasks and to oversee all key-working duties.
- To liaise professionally with families and outside agencies including social workers, teachers, therapists and any other relevant bodies in the absence and under the direction of the registered manager.
- To participate in staff meetings and individual formal supervisions, being able to both give and receive constructive feedback in your own as well as others supervisions as well as accepting alternative opinions and ideas and challenging as appropriate.
- To maintain CSfC's policies regarding Health and Safety, to maintain client Confidentiality at all times having no communication with the media or other outside bodies without the written permission of the registered manager.

- To maintain good record keeping and effective methods of communication to ensure consistency, monitoring and supporting your colleagues' contributions.
- Be available as NVQ assessor to motivate/encourage and guide staff to NVQ 3 and above.
- To be accountable for budgets allocated for specific purposes including distribution, recording and any other relevant transitions when on shift.
- To undertake other duties at a senior level commensurate with relevant experience and ability as directed by the registered manager.
- To be a key figure in training and induction of new staff, to attend staff training and identify your own specific needs.
- To update, create and implement organisational policy and to keep abreast of good practice in order to develop skills, knowledge and experience.
- Make productive use of professional supervision.

Other responsibilities

- To be involved in the promotion of good domestic and material standards throughout the home and to ensure all domestic tasks are carried out by yourself or your colleagues, or where appropriate by the children or young people under staff supervision/ guidance. To ensure this work is completed in accordance with individual care plans and home/organisational ethos, policies and guidelines.
- To accompany the children or young people on their annual holiday.
- To undertake any other tasks requested by the registered manager or senior management.
- This is a description of the job as it is at present constituted. It is the practice of the this company periodically to 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 company's aim to reach agreement on reasonable changes, but if agreement is not possible the company reserves the right to insist on changes to your job description after consultation with you.

Conditions of work

This post requires the worker to follow a rota completed by the registered manager that includes sleep-in duties, evenings, weekends and bank holidays.

THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET:

1. Formal interview
2. Practice shift
3. Satisfactory references
4. Written exercise
5. Medical if required
6. Enhanced Criminal Records Bureau (CRB) Disclosure

Employee Name:

Employee Signature:

Date:

Aug 06
(CS28)