



Post Title: Team Leader
Reports to: Registered Manager

Main Purpose of Job

To effectively and efficiently deliver the main duties and responsibilities encompassed within a Team Leader role. To meet the requirements within a residential setting catering for young people who display challenging and disruptive behaviours.

Main Duties and Responsibilities:

- Assist the management of the home in developing the skills and potential of residential care workers.
- Take responsibility for the effective and efficient running of shifts.
- Work within, and ensure effective delivery of the policies and procedures in the home, and the company.
- Monitor and maintain administrative requirements, ensuring that the outcome meets the standards set out in children's legislation, and the homes working practices.
- Ensure ongoing assessment of children and young people's needs in day to day practice.
- Oversee, supervise and develop the skills of staff in their daily working practice.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment.
- Work as part of a multi disciplinary team both within the home and with external agencies.
- Relate to and engage young people who display challenging behaviour.
- At all times ensure the health, safety and wellbeing of the children and young people.
- Ensure staff are aware of and deliver the support required to ensure the life chance opportunities of children and young people are met in relation to their social, educational, leisure, emotional, physical and cultural needs.
- Ensure the delivery of all key worker areas and responsibilities.
- To listen to and talk to children and young people and to observe their behavior and record significant features.
- To provide for the physical needs of the children and young people by cooking, washing, ironing, shopping, budgeting etc.
- To provide a caring and supportive environment for children and young people that respects and affirms their racial, cultural and religious identify and lifestyle.
- To facilitate and support children's family contacts.
- To accompany children on their annual holiday

- To undertake any other tasks requested of you by the Registered Manager or Head of Care.
- Ensure a variety of intervention strategies are utilised in relation to behaviour management.
- Where required deputise in the absence of the management of the home.
- Where required attend reviews and or meetings.
- Ensure an open culture is created so that children and young people feel they can complain and that they are listened to.
- Ensure that all administrative requirements of the home are maintained in such a way that they are compliant with good childcare practices, homes procedures, company policies and children's regulations.
- At all times promote and ensure anti discriminatory practice.
- Oversee, write and edit all reports when submitted for meeting and reviews.
- Undertake all relevant training as and when required.
- You must co-operate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions.
- To be willing to undertake the NVQ Level 4 and sign agreement to CSfC;s training agreement for this award.

Other Requirements:

- Sleeping in / shift work, including evenings and weekends on a rota system.
- Provide cover to other CSfC homes when required.
- On occasion you may be required to use your own vehicle. For which, business insurance and mileage will be paid by CSfC
- Team Leaders must hold a completed NVQ 3 in health and social care : children and young people.

It should be noted that the above list of principal duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only