

BLADON HOUSE SCHOOL

JOB DESCRIPTION

Job Description:	TEAM LEADER
Responsible to:	Registered Care Manager/ House Manager
Supervises:	The Team Leader along side the Manager is responsible for the supervision of the RSW team, domestic staff and volunteers.
Hours:	39 per week over a shift pattern

Main responsibilities:

The Team Leader will support and lead the social work team in all aspects of residential childcare. The post will require the Team Leader to work a rota pattern that includes evening and weekends. There will be times when the Team Leader deputises for the Manager and at these times there will be a requirement to cover the appropriate hours. Alongside the Manager, the Team Leader will support the home by acting as the manager at various times during the week.

Duties and Responsibilities

1. To be conversant with the homes statement of purpose and function and to provide a level of care and service that meets the aims contained in that document.
2. To be aware of all referral information through good communication with the Manager.
3. Through good supervision and line management support the Team Leader will ensure that all staff are kept fully aware of policy and practice pertinent to the smooth running of the home.
4. Take appropriate action to ensure there is sufficient staff on duty by managing rotas in a way that supports the needs of the young people and supports staff to maintain the efficient safe running of the home.
5. Clearly communicate such information as is required to enable the staff team to effectively carry out their duties.
6. Create and develop a 'key work' system that supports good care planning and promotes the highest care for young people. Taking into account their individual wants and needs. Promoting and supporting clear links with all relevant agencies.
7. Contribute to reviews and reports. Liaise with external agencies and relevant care professionals.
8. Attendance at relevant meetings as required.
9. Comply at all times with the companies Standard Operating Procedures, Staff Handbook & Policy documents.
10. Support the Manager in establishing and maintaining an effective administrative system, liaising closely with The SENAD group Head Office.

11. Through dynamic interaction with young people and staff the Team Leader will be expected to engage fully in the life of the home. This will require the Team Leader to lead the shift team and by example promote good childcare skills and positive interaction with young people.
12. Represent the company in a professional manner at all times through appropriate conduct, behaviour and dress code.
13. Support the development needs of the staff team by the use of an appropriate supervision model that encourages personal development and training, both 'in-house' and through external courses.
14. Undertake any other duties as may be required or become necessary from time to time to ensure the good management of the home.
15. Senior on duties including senior sleep ins

You as an employee are required by the Health and Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Co-operate with the Company to ensure compliance with the law;

And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

16. To participate in training to improve skills and knowledge relevant to the needs of the post.
17. You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
18. To manage and support students with challenging behaviour (including Physical behaviour).
19. To liaise with other SENAD staff and any external agencies as may be directed.
20. To undertake any other duties within the competency of the post as determined by the Manager