

**Job Description**  
**Team Leader – Edgewood School**

**Responsible to:** Registered Manager & Care Manager

**Responsible for:** A Residential Support Worker (RSW) team working with up to 12 residential pupils.

**MAIN RESPONSIBILITIES:**

- To support and supervise the social care team in all aspects of residential childcare and the delivery of a consistent care service across all shifts in accordance with the principles and values contained in the School and SENAD Policy Documents and in accordance with regulatory requirements.
- To model best practice approaches and support staff through significant challenging episodes with young people.
- To actively engage and encourage RSW's to engage, pupil views and opinion and incorporate those into the running and organisation of the home.
- To deputise for the Care Manager if requested and to work across a rota pattern that will include evening and weekend working.

**Key Tasks:**

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 lead a team culture of excellence in care and promote positive corporate parenting that is consistent across all shifts.
3. Through good supervision and line management support, ensure that all care staff are kept fully aware of policy and practice pertinent to the smooth running of the home and that they feel motivated and supported.
4. Take appropriate action to ensure there is sufficient staff on duty by managing rotas in a way that supports the needs of the children and supports staff to maintain the efficient safe running of the home.
5. Clearly communicate all relevant information 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 standards and choice for young people. Taking into account their individual views, wants and needs. Promoting and supporting clear links with all relevant agencies and families. To work in coproduction with the children and wider agencies. Gather pupil opinion and views at every opportunity.
7. To manage and support children with challenging behaviour (including Physical Intervention), organise or conduct appropriate incident debriefs for Support Workers.
8. Contribute to relevant meetings, reviews and reports. Liaise with families, external agencies and relevant care professionals.
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 for care, liaising closely with SENAD group Head Office.
11. Through dynamic interaction with children 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 children.
12. To administer medication to children in accordance with the Children's home regulations 2015. To conduct medication audits on a regular basis and ensure medication is ordered when required and following SENAD procedure and policies.
13. Represent the company in a professional manner at all times through appropriate conduct, behaviour and dress code.
14. 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.
15. Undertake any other duties as may be required or become necessary from time to time to ensure the good management of the home.
16. Senior on duties including sleep ins when required.
17. To participate in training to improve skills and knowledge relevant to the needs of the post, achieve a relevant Level 3 Diploma (if not already obtained), within the required timeframe.

18. You will be jointly responsible for the safeguarding of children in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.

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.