**JOB DESCRIPTION: TEAM LEADER**

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Responsible to: The Registered Manager

**Background**

You will support a core team and have a key role in the development of a service. You will work closely with the Registered Manager responsible for the service and you will have support from the Head of Operational Services.

**SUMMARY OF ROLE**

To provide a needs led service to adults with a learning disability by adopting a person centred approach that fosters self-awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices.

To support people in structuring their lives on a day to day basis, and in managing their finances.

To provide strong leadership to staff and promote good practice in line with day to day service delivery.

To monitor day to day practice of all staff.

To support the registered manager in the development and implementation of Positive Behaviour Support Plans and Active Support.

To be responsible, along with the Registered Manager, for the financial management of the scheme.

**MAIN RESPONSIBILITES, TASKS & DUTIES**

**Leadership**

* Provide leadership to the team acting as a positive role model at all times.
* Manage rotas on a daily basis as instructed by the Manager and take responsibility for co-ordinating the cover of shifts when the Manager is not on duty.
* To be involved in developing personalised support plans and adhering to Positive Behaviour Plans.
* Lead the shift, ensuring staff give support that follows individual’s care plans and daily support plans.
* Provide effective supervision to the seniors and support workers on your team. Make sure that all supervisions are current and up to date.
* Provide on call cover as arranged by the Registered Manager, working within on call guidance.
* Ensure good team working and staff conflict resolutions
* Motivate, support and mentor the staff when needed.
* At each shift ensure staff complete all necessary paperwork to an acceptable standard and sign off.
* When required, support the manager with the recruitment and interview processes.
* Co-ordinate the induction process for new staff including a mentor and allocating

senior staff with specific named staff to go through the supervision process.

* Administer medication in line with protocols and procedures and to monitor best practice in medication management.
* Be the safeguarding lead when on shift in absence of the assistant or registered manager

**Support**

* Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives, increasing independence.
* Ensure all personal care tasks are carried out in line with the needs, wishes and preferences of the individual, following the care plan.
* To prioritise daily activities for all tenants and to ensure that the activities are adhered to.
* Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.
* Ensure the security of the building and the safety of the tenants living in their flats.
* Make appropriate reports where any issues of concern are identified.
* Support the development of person centred planning, ensuring each individual’s plan has meaningful and achievable goals. Check that staff are keeping support plans up to date and that all specific needs and intervention strategies are up to date.
* Support people to develop and expand social networks and friendships.
* To support people through the transition process.
* Support all staff to coordinate and develop the support to the individual including

Health Action Plans and Person Centred Plans.

* Contribute to / attend reviews and multi-disciplinary meetings.
* Work with individuals to promote healthy life style by liaising with local health care professionals.
* Develop positive relationships with family and carers.
* Work in line with the company’s Adult Protection and Prevention of Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
* At all times to work within equal opportunities policy and procedure.
* Ensure risk assessments are actioned as necessary, in line with policies and procedures.
* To be flexible and responsive at all times to meet the changing needs of the service and the service users.
* Administer medication in line with the policy and the individual’s care plans.

**Values and Attitudes**

Support individuals in a non-judgemental way based on the principals of anti- discriminatory practice.

To treat individuals with respect and encourage them to express their individuality. To promote equality and diversity at all times

**Performance and Development**

* Maintain confidentiality.
* Work in a way that meets the statutory requirements of employees under health and safety at work.
* Adhere to all company policies and procedures and staff handbook.
* At all times work within current legislation.
* Enter actively into supervision and appraisal.
* Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.
* To keep up to date with your PBS
* To work in accordance with the company’s mobile phone and IT policies.
* To behave in a manner that reflects positively on the company at all times.
* To work closely with other members of the team for the ultimate benefit of the people living in the home.

**Finance**

* To support people regarding managing their money and accessing appropriate benefits
* To support people’s control over their own money and resources
* To facilitate and explain decision-making regarding household financial management where resource and/or responsibilities are shared between people in the household.
* Assist people to maximize their income.
* The Service will support tenants in all aspects of their relationship with their landlord.
* To act as appointee for the purposes of the DWP as required
* Support people to manage their resources and finances. Monitor staff in this aspect of their work.
* Financial discrepancies must be reported to the manager immediately.
* To keep updated with all financial policy and procedures.

**Administration**

* You will be required to work flexibly on a rota basis to meet the needs of the service, this includes weekends and bank holidays.
* Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act and the standards of information governance.

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people living in the service.

**Essential skills qualities and experience**

Qualifications – NVQ Level 3 or above

Experience

* 2 years’ experience of working with people who have a learning disability.
* Experience of leading a shift
* Experience of Team Management
* To have experience and understanding of positive behaviour support (PBS) and following the requirements for safety for all individuals and staff.

Knowledge

* Understanding of equal opportunities
* Understanding the needs of adults with a learning disability
* Person centred care planning
* Current legislation relating to adults with a learning disability
* Knowledge of the Health and Social Care Act 2018
* Knowledge of Care Quality methodology and the five domains of Safe, Caring, Effective Responsive and Well led

Skills and guidelines

* Cooking skills
* Flexibility
* Literacy and numeracy skills
* Rota planning
* Sickness Management
* Positive disposition
* Creative and Dynamic
* Committed
* Good communication skills
* IT literate
* Excellent financial management.QKA

Salary- £10.72- £12 per hour