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**Job description: Team Leader**

**(Children’s Home)**

**Responsible to:** Deputy Manager/Registered Manager

**Responsible for**: Residential Support Worker Team

**Job Purpose:**

Leading a team of staff as part of a rota system, providing care & support to the academy’s children’s home. To be a positive role model in leading a team providing effective support implementing a therapeutic approach. To follow intentional social pedagogy in the care for deaf children with complex needs in the home. Prior or developing knowledge of childhood development, to be able to apply this in child centred practice and implementing trauma informed behaviour responses. To work within the framework of the social care regulations, in demonstrating these in typical day to day practice.

**KEY RESPONSIBILITIES**

1. As part of team of 4 staff working on shift rota, including regular sleep-ins in supporting the care of young people in the academy’s Children’s Home
2. Providing high quality care for children in the home, and ensuring the team are trained and supported to provide the same quality of care (suitably trained and competent staff)
3. Manage the day-to-day staffing responsibilities of the home, including effective reporting from the team of child behaviour or safeguarding incidents (CPOMS)
4. To uphold and role model good practice, policies and procedures to the team and for the benefit of the efficient and supportive ethos of the home
5. To lead on the positive relationship management implementing the thrive approach through everyday interactions and activities. To be aware of and lead implementing any planned targets for the young people
6. To lead from the front on interventions and strategies to reduce risks and apply NAPPI if and when necessary. To lead the team in event of using restraint or any measures to ensure young people are kept safe from harm. To instruct and facilitate behaviour management techniques during dysregulation for the young people in your care. Being responsible for setting timetable for children attending all relevant appointments, ensuring that support is offered in an advocate style to develop the young person's understanding and accountability of interactions that are for their own benefit so they can practice independence in their futures.
7. Response to emergencies, to lead in emergency situations and provide a calm structured approach following policy and procedure.
8. To be the liaison for professional agencies and families in relation to the children’s admission and ongoing placement administration in the home
9. To participate in Team Leader meetings and brining regular professional feedback to Registered Manager to highlight issues
10. Staffing rota for sleep-ins, to manage this fairly across the team and fair and reasonable distribution, meeting the children’s needs as a priority
11. Ensure a caring and nurturing environment is provided and maintained for children and young people
12. Support the team in providing the highest level of personal care and attention to young people following individual placement plans carefully which promotes development and positive outcomes for children and young people.
13. To ensure that risk assessments are followed, maintained and reviewed by the residential care team.
14. Promote the social and emotional wellbeing & development of young people and to consistently strive to further develop these skills.
15. Support in any safeguarding issues or allegations whilst on duty and liaise with external professionals as required by Academy policy and statutory guidance.
16. Support the Management in ensuring that all adult members of the team complete their role and responsibilities to a high standard.
17. With support from the Management , undertake regular supervision where required.
18. In the event of team member sickness or absence support the Management by, ensuring adequate cover is obtained, and assist in the management of sickness levels as required.
19. Ensure that an enriching environment is provided that uses day to day activities to support student development of independence and social and emotional skills.
20. Act as a positive role model to the team by supporting with any incidents or issues involving the well-being, safeguarding or behaviour of young people.
21. Promote a caring and nurturing environment which allows children and young people to feel safe, cared for and supports them to thrive.
22. Ensure that all daily Health and Safety aspects to the care environment is carried out such as duty rota’s, fire checks, first aid box checks, accident books, risk assessments, vehicle checks.
23. Ensure that effective contact with, education, Parents, other professionals and Academy Staff is maintained.
24. Undertake any administrative tasks linked to the care of young people e.g. keeping appropriate records, making reports as required.
25. Keep up to date with Academy Policies, regulations and legislation relevant to the care of young people e.g. Child and Vulnerable Adult Protection and Ofsted NMS.
26. Ensure that the medical and physical needs of young people are met. Monitoring the medication given and records kept.
27. Promote a BSL environment where staff sign at all times when in public areas that may be accessible by Deaf staff or young people
28. Support the manager , Head of Care and Safeguarding Team by ensuring that immediate actions are identified and carried out in relation to any safeguarding or behavioural concerns.
29. Support the team by identifying and allowing opportunities for independent living skills work to be completed.
30. Arrange and supervise the transport requirements of young people.
31. Assist the Registered Manager and Deputy Manager in developing the improvement plan for the home

**OTHER DUTIES:**

1. To be responsible for the health and safety of self and others.
2. Providing cover in other areas as required.
3. To make secure all buildings on leaving the site
4. To carry out any other appropriate duties requested by the Head of Care or Managers.
5. To be responsible for promoting and safeguarding the welfare of all young people in your care (or come into contact with) in accordance with the Academy’s Child and Vulnerable Adult Protection Policy & Procedures.

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**Person specification: Team Leader (Children’s Home)**

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| **Criteria** | **Essential** | **Desirable** |
| **KNOWLEDGE & QUALIFICATIONS** | | |
| NVQ level 3 in Care or in Early Years Education | **P** |  |
| NVQ level 5 in Care (if not held, the successful candidate must commit to achieve this within 3 years) |  | **P** |
| Current First aid at work qualification (if not held, the successful candidate must commit to achieve this within one year) |  | **P** |
| Level 3 qualification in British Sign Language (if not held, the successful candidate must commit to achieve this within three years) |  | **P** |
| Recognised qualification or training in behaviour management | **P** |  |
| **EXPERIENCE** | | |
| Working within a residential care environment | **P** |  |
| Experience of supervising staff to ensure that high quality care is provided to our children and young adults. |  | **P** |
| Experience of working with young people who may also have additional needs including challenging behaviour and mental health issues | **P** |  |
| Experience in Thrive, NAPPI and behaviour management, being able to role model and share practice with others |  | **P** |
| Experience of planning & co-ordinating activities that enrich and develop children and adults in conjunction with others, underpinned by a pedagogical approach | **P** |  |
| Experience of working with dual sensory impaired adults |  | **P** |
| Experience of multiagency care planning/development planning for people and an understanding of person-centred planning |  | **P** |
| Evidence of successfully implementing independent living initiatives for young people | **P** |  |
| **SKILLS AND ABILITIES** | | |
| Ability to use own initiative and exercise sound judgement | **P** |  |
| Knowledge of IT including use of e-mail, the internet and keeping electronic records | **P** |  |
| Good communicator with excellent inter-personal skills | **P** |  |
| Ability to deal with sensitive and confidential information whilst ensuring that essential information is shared to the appropriate people. | **P** |  |
| Ability to work across a varying age range of young people | **P** |  |
| Proven of experience of effectively managing student behaviour and well-being. | **P** |  |
| Ability to monitor and report back on student behaviour | **P** |  |
| **PERSONAL QUALITIES** | | |
| Desire to work with young people, provide high quality care and achieve positive outcomes. | **P** |  |
| Ability to form and maintain appropriate relationships and personal boundaries with staff, children and young people | **P** |  |
| Ability to work within a total communication environment | **P** |  |
| Commitment to the organization and to support and implement change to improve service standards | **P** |  |