

## Team Leader Job Description

<b>Reports to:</b>	Day Opportunities/Supported Living Service Manager
<b>Location:</b>	Adult Services – Supported Living & Day Opportunities
<b>Responsible for:</b>	Support Workers, people we support, volunteers

Kisharon is a charity that offers a broad range of education and support for children and adults with learning disabilities and special needs.

***Our vision** – is that people with learning difficulties will live in a world where they have the same opportunities as their mainstream peers.*

***Our mission** – is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.*

### **JOB PURPOSE:**

Support the Service Manager to produce the best outcomes for people we support through:

- proactive leadership, support and development of the Support Team, ensuring they explore individual's strengths, passions and interests in order to provide caring, responsive, effective person-centred support which maximises people's choices, opportunities and control over their own lives; and directly working with people we support.
- managing the processes and procedures required to run the service effectively

### **TEAM LEADER RESPONSIBILITIES:**

#### **A. DIRECT SUPPORT TO THE SERVICE MANAGER:**

- Build positive and effective relationships with the team and other managers and team leaders, including those in Kisharon's Social Enterprises, to increase the provision of meaningful activities, training and vocational opportunities for people with learning disabilities.
- Manage the rota in a timely and person-centred way, ensuring safe and relevant staffing is always in place, and working with the team.
- Manage the Staff Register with exact attention to detail
- Responsibility for Health and Safety checks
- Assist with organising and monitoring training; identify team training and development needs.
- Participate in performance management of the team, including supervision and appraisal.
- Ensure you are aware of, and the whole team understand and comply with, all policies and procedures of Kisharon and regulatory bodies such as CQC and local authorities including but not exclusively, confidentiality and data protection, safeguarding, equality and diversity, non-discriminatory practice, Health and Safety and Jewish orthodox ethos, reporting all concerns to an appropriate person.
- Organise and facilitate meetings and group sessions, taking notes if required
- Raise and assist to address any tensions / problems
- Take responsibility for your professional development and complete all required training, be willing to learn new ways of working, always looking for ways to improve the service.
- Ensure that fire, and health and safety requirements are complied with and areas of risk identified and dealt with by the appropriate person.

## **B. SUPPORT THE TEAM, ACTING AS A LEADER AND EXAMPLE, TO FULFILL TEAM**

### **RESPONSIBILITIES TO:**

- Enable people to maintain their emotional, physical, spiritual, cultural and psychological wellbeing.
- Actively seek opportunities and support people to use community facilities and services.
- Uphold and promote the rights, dignity, respect and choice of the people we support.
- Coach and assist people to develop new skills.
- Participate in and enable people to complete household tasks including cleaning, tidying, laundry, budgeting, shopping and cooking meals.
- Assist people with relationships with family, friends and in the local community.
- Support and safeguard the people in the management of their finances
- Ensure effective relationships are developed with relevant services and professionals, including health services.
- Maintain records consistent with the legal requirements of the service.
- Promote and safeguard a Jewish Ethos and Culture.
- Maintain effective working relationships and proactively liaise with Services Managers, other Team Leaders, wider team members and stakeholders.
- In Supported Living - work flexible hours depending on the needs of the individuals supported.

### **JOB ACTIVITIES:**

- Support and encourage the individual's religious beliefs and seek opportunities to socialise and develop relationships in the Jewish community and wider community.
- Help individuals to understand and manage the risks in everyday life and provide consistent support in line with Safeguarding Principles to ensure the welfare, safety and protection of individuals within the Kisharon premises and the wider community.
- Support the personal care needs of individuals where necessary and appropriate, affording dignity, respect and privacy.
- Assist and support individuals with medical/health needs, including maintaining a high level of cleanliness and hygiene, and the administering of medication subject to appropriate training.
- Promote healthy life style choices including balanced diet and exercise.
- Maintain the standards set by the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers. (A copy of the Code of Conduct is included in the employment offer pack or can be obtained from HR).
- Support individuals as directed to develop and enhance their skills to increase their opportunities of employment.
- Complete paperwork as required, e.g. filling in MAR sheets, filling in petty cash sheets, etc.

### **WORKING AS PART OF A TEAM TO:**

- Communicate all concerns relating to the safety and well being of individuals and/or colleagues, service deficiencies, omissions or errors, to the Service Manager/other Team Leaders in a timely and appropriate manner.
- Maintain effective communications and professional relationships with staff, parents and families, e.g. by maintaining accurate records and reports, including handovers at every shift, sufficiently detailed daily logs and other documentation.
- Provide staffing cover as required
- Work with multi professional individuals and teams such as physiotherapists, speech and language therapists, etc.

### **OTHER DUTIES:**

- Undertake any other duties consistent with the objectives of the post as required by managers.

NB: Because the duties may involve close physical contact and providing personal hygiene and intimate physical care support, the post may be restricted to either male or female applicants as appropriate.

## PERSON SPECIFICATION

	Essential	Desirable	How this will be measured
NVQ/QCF in Health and Social Care minimum level 2 (those without will be considered but will need to commit to completing minimum L2 within 24 months of start date, and salary level will reflect unqualified status).	X		Application form Qualification certificates
Experience in management in social care or other relevant sector	X		Application and Interview
Experience of caring for people (paid or volunteer)	X		Application form Interview
Experience of working with people with learning disabilities.	X		Application form Interview
The ability to work flexibly with unsocial hours on a rota basis according to the individual needs of the people we are supporting.	X		Application form Interview Probation period
Understanding of the importance of attending and participating actively in regular supervision with peers and managers.	X		Application form Interview Probation period
Lone working with people we support according to their individual needs in the local and wider community.	X		Interview Probation period
Work collaboratively with team / managers to support individuals according to their needs.	X		Interview Probation period
Commitment and ability to devise and deliver 'person centred programmes	X		Interview
Ability and willingness to provide personal toilet, hygiene & care support including intimate care and to undertake manual handling.	X		Application form Interview
Knowledge and experience of epilepsy.	X		Interview
Knowledge and understanding of Valuing People.	X		Interview
Knowledge and undertaking of good care practice and acceptable risk taking.	X		Interview
Understanding the principles of equal opportunities, diversity & anti discriminatory practices.	X		Interview
Ability to communicate effectively both orally and in writing, with other staff, people we support, parents/families and other professionals.	X		Application form Interview
Ability to be self motivated, use personal & creative initiative and judgment within the Wellbeing Team Framework.	X		Application form Interview
Good numeracy and literacy skills.	X		Application form Written test
Ability to work well under pressure.	X		Interview Probation period
Ability to show empathy and understanding towards people we support.	X		Application form
Ability and willingness to develop the support plan and participate in specific educational, employment and recreational activities to ensure the individual needs of the people we support are fully met.	X		Application form Interview
Understanding / awareness of or willingness to learn about Jewish culture and provide pro-active cultural support.	X		Application form Interview
Ability to participate in household tasks / independent living skills.	X		Application form Interview

Ability to participate in the preparation of meals.	X		Probation
Ability to respond appropriately in accordance with Kisharon policy to challenging behaviour	X		Interview Probation
Strict adherence to our policy and legal obligations regarding confidentiality.	X		Application form Interview
Knowledge of Health and Social Care Act and Mental Capacity Act.	X		Interview
First Aid Training.		x	Qualification certificates
Basic Food Hygiene Certificate.	x		Qualification certificates
Ability to deal with stressful situations.	X		Probation period
Committed to personal development.	X		Probation period
Reliable and Trustworthy.	X		Probation period

KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

AN ENHANCED DBS CHECK IS REQUIRED FOR THIS POSITION.

This job description has been received and agreed by:

Name: .....

Signature: .....

Date: .....