

# Job description

## Job title

Team Leader

## Hours

37.5 hrs per week

## Contract

Permanent

## Role profile and grade

Role Profile – PCS30S

Grade 3 – Point 7

## Salary

£36,040 per year

## Location

Salford

## Reports to

Service Manager

## Type of DBS required

Enhanced (We will apply for this on your behalf)

## Job purpose

The individuals that use our services have a variety of complex needs that may include learning difficulties, autism spectrum conditions (ASC), mobility, communication, medical, health and social care needs. We support each person to maintain their independence within their own home and help them achieve positive outcomes in line with their own needs and wishes.

Reporting to the Service Manager, our Team Leaders are responsible for the day-to-day running of our day services and supported living services. This will involve promoting good practice within our services in line with the CQC regulations. Managing and supporting the staff teams, allocating resources effectively and ensuring compliance with any local authority contractual arrangements. You will play a crucial role in the quality assurance of our services and have excellent verbal and written communication skills to ensure that the services delivered are at the highest standard possible.

### Key responsibilities

- To effectively & operationally manage all service resources to enable the people supported to achieve optimal outcomes in safe and secure environments, both within their own home and in community/vocational settings. Ensuring that all appropriate care planning, risk assessments and record keeping are undertaken.
- Arrange, attend and produce accurate records of multidisciplinary meetings with other professionals and/or family liaison meetings and other stakeholders. Implementing all emerging approaches and plans into operational practice.
- Under the direction of the Service Manager develop an open, robust and participatory management culture to ensure staff have the ability and competence to undertake their full role and remit. This will include providing staff supervision, arranging and attending team meetings, implementing team development plans including planning for and releasing staff to participate in mandatory training.
- To actively assist with the selection, recruitment and retention of staff to ensure safe, nurturing and positive environments/services. This will also include planning induction training, monitoring progress and overseeing the induction of new staff into and across services.
- To be effective in ensuring that standards of care and support meet and/or exceed the requirements of the people supported and their families, CQC and commissioners of the service. To play a key role in the collation and return of information to the CQC registered office.
- To oversee all aspects of health & safety within services, ensuring the highest standards of care and support for the people who use our services are achieved.

- To ensure the safeguarding of all individuals and follow the Together Trust's policies and procedures when reporting concerns ensuring the senior management are aware of any issues.
- Ensuring that any/all financial elements of the service are managed effectively, and that clear administrative records are kept in-line with Care Standards and the Trust's Policies & Procedures.
- Contribute to the strategic direction and development of the service, consulting, supporting and being available to work with others to produce proposals and plans as required.
- To undertake such other tasks deemed appropriate to the post and the remit and development of the service.

### Other responsibilities

- We are committed to safeguarding and promoting the welfare of the vulnerable adults, young people and children who use our services and expect all our staff and volunteers to share that commitment.
- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

### Additional information

- The post holder will be expected to successfully complete all mandatory training required by the Together Trust and/or the relevant commissioning authority of the service.
- The work at the Trust for those working directly with the people we support can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.
- For the safety of staff and the people supported, training will be provided to assist employees to carry out their role, specifically the Movement & Management of Loads & People, Emergency First Aid and PROACT SCIPr UK training (this provides staff with the skills to carry out the sometimes necessary safe holds in a non-threatening way).
- It is also expected that in emergency situations the Team Leaders will cover support shifts if required as well as providing additional support to staff at weekends on occasion.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications, and training	<p>QCF Level 3 in care and ability to achieve a QCF Level 4 qualification in Leadership and Management/ Positive Behaviour Support</p> <p>Evidence of continuing professional development</p>	<p>DipSW, CQSW, CSS, Management qualification,</p> <p>QCF Level 4 equivalent</p>
Experience	Significant residential or community care experience supporting vulnerable individuals.	Development of systems and procedures within a service.
	Experience of writing behaviour support plans and risk assessments appropriate to different client groups	Experience of working with statutory and voluntary agencies including contracting.
	Experience of providing regular, motivating supervision and development targets that build on the strengths of individuals	Direct work with families of people supported.
	Experience of monitoring service activities systematically	Experience of auditing service delivery and contributing to written reports

	Experience of working with individuals who have been at the center of a safeguarding issue	Experience of reporting/ managing a safeguarding incident
<b>Skills</b>	Basic IT skills	Proficient in Microsoft packages
	To work flexibly - both independently and as a member of the management team	To contribute to new service proposals and support consultation events
	An ability to meet deadlines and to plan activities realistically and appropriately	To lead on the development of specific projects/services
	Excellent organisational skills	
<b>Knowledge and understanding</b>	Knowledge of the policy framework for adult services and CQC regulations	
	Knowledge of the Social Model of Disability and issues relating to vulnerable adults.	In depth knowledge of the Equality Act, Mental Capacity Act and DoLS.
	A sound understanding of person centred approaches	An understanding of the person centred tools that can be used in different situations/circumstances
<b>Other</b>	A current clean driving licence, held for at least 12 months	Access to a vehicle

Ability and enthusiasm to develop further services within the personalisation and community services remit.

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

