

JOB DESCRIPTION

Job Title:	Team Leader
Department:	Children's Residential
Responsible to:	Registered Manager
Location:	Children's Residential Home, Nottingham
Hours:	14.5 hours per week average worked on a shift pattern including days, evenings, nights, weekends and bank holidays plus inclusion in the on-call rota. Some lone working will be required.
Salary:	£23,000 pro rata per annum (dependent on experience and qualifications)

Job Purpose and Responsibilities

- To assist the Registered Manager and Assistant Manager in the day to day operation of the settled care home and provide regular cover if required at other homes
- To ensure the physical, emotional and other needs of children / young people are provided within a supportive, homely, professional and caring environment
- To work within Government Guidance; Ofsted regulations, Local Authority guidance and the Association's policies and procedures in order to meet the Quality Standards, and meet the needs and achieve good outcomes for the young people in the homes
- To achieve and maintain an OFSTED rating of good or outstanding for the home
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.
- To assist the Registered Manager and Assistant Manager in the management of the homes including recruitment and induction of staff, training, managing performance, allocation of duties and responsibilities, managing shifts, record keeping and reports, budgets, petty cash, staff deployment and day to day supervision and oversight of the staff and young people
- To ensure that care is provided within a professional, positive and homely environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs
- To ensure that written records such as care plans, risk assessments and anti bullying plans are accurately and professional written
- To establish positive working relationships with the children / young people, assessing needs and working jointly in producing, implementing, delivering and revising individual care plans
- To assist and support the Registered Manager and Assistant Manager in the professional administration and orderly running of the home
- The ordering and control of supplies and services
- Administrative procedures, including written reports and records
- Maintenance of the fabric of the building, cleaning duties, fixtures and fittings and the conditions of the grounds
- Monitoring of the budgets, financial records, petty cash and related procedures.
- Engagement with the local community

- To work with the Registered Manager and Assistant Manager to guide, train and support staff with their professional development, providing feedback, training, auditing records and files, coaching, managing performance etc
- To act immediately upon any suspicion, evidence, allegation or concern in relation to safeguarding in accordance with safeguarding children and young people policies and procedures
- To attend court proceedings, child protection conferences, panels etc and contribute reports and information as requested
- To ensure necessary liaison and communication takes place within the home and outside with families, other members of the Association, schools, other agencies and the local community
- To work with the Registered Manager and Assistant Manager to ensure all staff are aware of current legal, professional, safeguarding and administrative practices and procedures
- To work with children / young people individually and in groups with the aim of enhancing relationships, personal behavior and life skills
- To work on specifically designated or assigned projects and tasks as requested by management
- To deputise for the Assistant Manager

Responsibilities for all staff, casual workers, and managers:

1 Ambassador for YMCA Robin Hood Group

To act as an advocate and ambassador of the group; promoting and exemplifying the group's core values, mission, vision, and ethos and to positively and proactively protect the group's reputation.

2 Other Duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to Act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

4 Relationships and Confidentiality

To establish, maintain and enhance team-working with colleagues and staff of the group and to keep confidential all information about individuals and the business of the group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Group Ethos

To support the Christian ethos and core values of the group: Caring, Honesty, Respect and Responsibility. The group is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality, Diversity and Inclusion Policy.

6 Health and Safety

To adhere to the group's Health and Safety policies at all times.

Line Management Responsibility:

Supervision and management of other allocated staff, agency workers, reliefs, work experience placements and trainees

PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting.

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Area	Criteria	How Assessed*
Experience	1.1 Experience of working with young people aged 11 – 18 in a residential social care setting	A, I
	1.2 Previous supervisory experience	A, I
	1.3 Experience of handling conflict and managing sensitive issues to achieve positive outcomes	A, I
	1.4 Experience of working effectively in accordance with established policies and procedures	A, I
	1.5 Experience of engaging with and motivating young people / children on a group and individual basis	A, I
	1.6 Experience of dealing with stressful, difficult and challenging situations appropriately and supporting staff in such situations	A, I
Knowledge	2.1 Knowledge of relevant Child Care Legislation, Government Guidance and Best Practice	A, I, T
	2.2 Knowledge of Child Safeguarding Policies and Procedures	A, I, T
	2.3 Understanding of Child Development	A, I
	2.4 Understanding of the complexities of group living	A, I
	2.5 Understanding of strategies for managing challenging behaviour (inc. de-escalation procedures)	A, I
Education/ Training / Qualifications	3.1 At least Level 3 children’s social care / youth related qualification and willingness to undertake further training and development	A, D
	3.2 Training / qualifications relevant to management / team leading (desirable)	A, D
	3.3 To have the Children and Workforce Development Induction Award or be willing to complete it within the first 6 months' in post	A, I, D
Skills & Abilities	4.1 Ability to assist the Manager and/or Assistant Manager in the management of the home including allocation of duties and responsibilities, recruitment, staff deployment, day to day supervision and managing performance	A, I

	4.2 Ability to adhere to financial regulations when dealing with petty cash, assisting with budgets and monitoring income and expenditure	A, I
	4.3 Excellent written and verbal communication skills including the ability to write accurate, timely reports and records, explain complex issues etc	A, I, T
	4.4 Ability to make informed decisions and lead by example	I
	4.5 Ability to work on own initiative and as part of a team	I
	4.6 Motivation to work with children / young people demonstrating challenging behaviour in a residential setting	A, I
	4.7 Ability to act as a consistent role model for young people and staff	I, T
	4.8 Ability to demonstrate effective parenting skills and maintain appropriate, professional relationships with children / young people	A, I, T
Other work related requirements	5.1 Ability to support the Christian core values of the Association	A
	5.2 Willingness to undergo a satisfactory enhanced DBS check	D
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds	A, I
	5.4 Ability and willingness to work a 24 x 7 rota system including undertaking sleep-in duties, on call cover duties, lone working etc	A, I
	5.5 Ability and willingness to provide cover at other settled care homes	I
	5.6 Full driving licence (preferably with no endorsements)	A, I, D

***When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,
(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

RHG YMCA is committed to promoting diversity and practicing equality of opportunity

RHG YMCA is committed to the protection of children and adults at risk