

**Job Description**

**Job Title:** Team Leader - Residential Child Care

**Salary Grade:** Grade 5

**SCP:**

**Job Family:** People Care

**Job Profile:**

**Directorate:** Sunderland Care and Support

**Job Ref No:**

**Work Environment:** Children’s Home

**Reports to:** Registered Manager

**Number of Reports:** Up to 12

**Purpose:**

To ensure the safe care of children and young people looked after within the home, ensuring they are supported and encouraged to reach their full potential.

To supervise and manage the behaviour of young people in their care.

To create a warm and caring environment ensuring young people’s physical, health, emotional, social, intellectual, moral and material needs are met and developed.

To undertake a lead role in ensuring the care and welfare of each child in the home.

To give guidance and support to all Staff.

To be responsible for the co-ordination of staff on shift to ensure the needs of children and young people are met

To raise any concerns with the Registered Manager as appropriate.

To assess and manage cases with a degree of complexity and risk, taking action to coordinate resources (including staff deployment) and support to maintain or improve the wellbeing of children and young people.

To provide and promote person-centred care and support to vulnerable customers including people who have a range of mental health needs, learning and physical disabilities, and require differing levels of support; to meet a range of complex social and health needs.

To lead a team whilst on shift, providing care and support to enable children and young people to achieve their maximum level of independence through appropriate physical, emotional and psychological support including: intimate personal care, support with basic health needs, practical tasks, appropriate communication and community involvement.

To ensure the effective and efficient management of a shift to achieve a high quality service which includes the following:-:

* Responsive to the changing needs of children and young people
* Meets all Health and Safety requirements
* Ensures All company Policies and Procedures are followed
* Meets all Children’s Home Regs 2015 Ofsted standards
* Provides a supportive and rewarding environment to company employees
* Delivers care and support in line with the companies

**Additional Information/ Requirements**

* The post holder must hold a NVQ level 3 Children and Young People or Level 3 Diploma for Children and Young people or equivalent; or working towards this (or equivalent)
* Must have an excellent knowledge of the Children’s Homes Regulations and Quality Standards.
* Must have a good level of IT skills.
* Must be able to meet the travelling requirements of the post.
* Knowledge of key issue’s relating to children
* Knowledge and understanding of child protection and safeguarding issue’s especially within a residential setting
* Excellent communication skills
* Good numeracy skills
* Ability to undertake training/experience of Health interventions e.g. PEG feeding
* Ability to undertake training/experience of Physical Intervention methods

Of the management of challenging behaviour

**Mission Statement**

‘To *be a trusted provider in the delivering of high quality children and young people focused social and health care services’*

**Sunderland Care and Support Core Values**

**Primary Value**

The needs of the Children and young people come first

**Core Values**

* **Excellence-** Deliver the best outcomes and highest quality service through the dedicated effort of every team member.
* **Teamwork-** Value the contributions of all, blending the skills of individual staff members in partnership and collaboration.
* **A good place to work-** enjoying our role each day through enhancing the lives of those we serve, through the creative ideas and the unique talents of each employee.
* **Excellenc**e- Deliver the best outcomes and highest quality service through the dedicated effort of every team member.
* **Teamwork**- Value the contributions of all, blending the skills of individual staff members in partnership and collaboration.
* **A good place to work**- Enjoying our role each day through enhancing the lives of those we serve, through the creative ideas and the unique talents of each employee

**All employees of Sunderland Care and Support are expected to embrace The-6C of providing social care and support**

The values and behaviour covered by the 6Cs defines a vision for care and support that reinforces the values and beliefs that underpin care, wherever it takes place.

The **6cs** are:

**Care**

Our core business and the care we deliver helps the individual children and young people and improves the health of the whole community. Caring defines us and our work. Children and young people receiving care expect it to be right for them, consistently, throughout every stage of their life.

**Compassion**

How care is given through relationships based on empathy, respect and dignity - it can also be described as intelligent kindness, and is central to how people perceive their care.

**Competence**

Means all those in caring roles must have the ability to understand a children and young people’s health and social needs and the expertise, clinical and technical knowledge to deliver effective care and treatments based on research and evidence.

**Communication**

Central to successful caring relationships and to effective team working. Listening is as important as what we say and do and essential for "no decision about me without me". Communication is the key to a good workplace with benefits for those in our care and employees alike.

**Courage**

Enables us to do the right thing for the people we care for, to speak up when we have concerns and to have the personal strength and vision to innovate and to embrace new ways of working.

**Commitment**

A commitment to our children and young people and populations is a cornerstone of what we do. We need to build on our commitment to improve the care and experience of our children and young people, to take action to make this vision and strategy a reality for all and meet

**Key Tasks and Responsibilities of Role**

**NB: This is not a comprehensive list of all duties and responsibilities but provides examples of the duties expected of the post holder**

**The key roles of this post will include:**

* To be involved in all aspects of the day to day care of young people and to ensure their care needs are met.
* To participate fully within the residential setting, including supporting young people to attend appointments and leisure activities. To accompany young people on social outings and maintain their own and young people’s health and safety both on and off the premises.
* To work to and contribute to risk assessments and risk management plans.
* To undertake administrative tasks and maintain appropriate record systems in accordance with service and regulatory requirements ensuring an effective quality service is provided.
* To contribute to, be familiar with, and undertake all duties in accordance with SCAS policies and good practice which operate on a day to day basis throughout the home.
* Maintain standards with respect to Children’s Home Regulations 2015, Quality Standards and OFSTED.
* Undertake the role of Key- Worker for identified young people, responsible for writing, implementing and reviewing their individual care plans. Contribute to the assessment and decision- making process by attending LAC reviews, care team meetings or other relevant meetings, keeping continuity records and submitting verbal and written reports as required.
* Liaise and consult with families, agencies and professionals as necessary and appropriate.
* To provide a positive role model for young people, promoting good and trusting relationships between young people, their families, staff, local community groups and neighbours.
* With appropriate training administer medication.
* To be aware of and work towards the home’s statement of purpose.
* To work in an anti -discriminatory way with young people and their families, respecting and promoting equality and diversity.
* Participate in staff development initiatives and make use of training opportunities available in order to meet both individual and organisational needs.
* To maintain confidentiality and observe data protection guidelines.
* To undertake waking-Night duties when required.
* Such other responsibilities allocated appropriate to the grade of the post.

1. **Working Environment Context**
   1. Work flexibly on a rota basis, including weekends, bank holidays, night shift and sleep-ins.
   2. Work flexibly across all service areas, and in all geographical locations.
   3. Ensure the service has appropriate staff cover, maintains approved staffing levels and staffing availability is best used across the Hub.
   4. Ensure the health, safety and security of the workplace for yourself, colleagues and children and young people, in accordance with legislation and SCAS policies and procedures.
   5. Work in either the community or a building-based service
   6. Participate in the company’s standby arrangements
   7. Drive SCAS transport when deemed competent to do so (if service requirement).
2. **Professional Context**
   1. Deal with intermediate emergency situations in accordance with prescribed procedures.
   2. Keep up to date with knowledge, skills, innovation and developments in service provision, to use in your work with people and when leading the staff team.
   3. Honour and prioritise work commitments.
   4. May have responsibility for managing a delegated budget
   5. Act in a professional manner, in line with SCAS policies, procedures, it’s commitment to equality and sound value base of social care principles.

For example: promoting independence, individualisation, confidentiality, non-judgemental attitude.

1. **Other duties**
   1. The post holder is expected to be flexible in order to:

* Work in any service across Sunderland Care and Support
* Cover all hours as services develop e.g. Weekends, evenings, sleep-ins and waking nights
* To co-operate with the duty rota schedule so as to ensure adequate staffing, and be flexible at times due to the changing needs of the facility and the residents.
* Provide appropriate support and carry out other tasks and duties in line with their job role descriptions.
* Attend regular team meetings, supervision and appraisal sessions.

**Duties and responsibilities of the Role**

This Job Description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties that are appropriate to their post and level.

This post may change over time to meet organisational requirements and the role description and key tasks may be changed after consultation with the post holder at any time.