

## Job Description

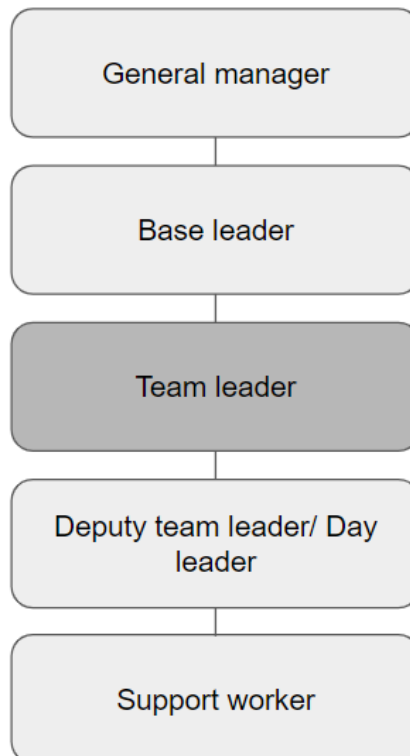
**Job Title:** Team Leader

**Responsible to:** Base Leader

**Hours of work:** Monday - Friday 9am - 4pm (may have to work outside of standard office hours)

**Salary:** £26,000 - £28,000 (based on a full-time 50 week contract - closed for 2 weeks at Christmas)

**Benefits:** Pension scheme, 28 days inclusive of all bank holidays, in-house and external training



### **Job Purpose:**

Assisting in the effective management and delivery of the service and to assume delegated responsibilities from the Base Leader. Support young adults in achieving positive and meaningful outcomes. To promote the development of staff through training, support, and supervision in order to ensure there is a high standard of professional support.

### **Key responsibilities and duties:**

- To supervise staff to ensure that appropriate care is provided as defined in care plans and risk assessments and their own targets

- To be familiar with the assessed needs of each young adult
- To ensure that staff behave in a professional manner towards young adults/ stakeholders
- To provide leadership and clear guidance to all staff in relation to work issues, supporting them to use and promote effective team working practices
- To promote a culture of learning and positivity within the team
- To make sure medical needs of the young adults are met and records are kept
- To be aware of Health and Safety and to make sure that procedures are followed
- To ensure that any challenging behaviour is assessed and behaviour plans for young adults are in place as necessary. And to work with the behaviour lead to complete behaviour plans, as needed
- To be responsible for the completion and maintenance of clear, accurate and appropriate records and for ensuring that staff complete records accurately and to acceptable standards such as Ocelot, risk assessments, session plans and any other information deemed necessary
- To liaise with stakeholders as necessary and write reports when required
- To observe and monitor the young adults emotional and physical well-being and to inform management of any concerns or changes in needs or behaviour
- To assist with communication with young adults by listening and responding appropriately using preferred communication methods
- To encourage and support the young adults to express their choices, needs, views and concerns
- To make sure daily session plans are completed and communicated to staff
- To oversee the set budgets and keep financial records accordingly
- To undertake any other duties as required by line management
- To take on an additional key responsibility which will be delegated by the General manager
- Maintain the cleanliness of the base to ensure a suitable environment for the young adults

### **Requirements:**

- The ability to lead a team to achieve independence for both employees and young adults
- Minimum NVQ Level 3 health and social care or working towards
- Enthusiastic, conscientiousness, and a person-centered caring attitude
- Strong organisational, prioritisation, and a reliable work ethic paired with excellent time management skills
- A good understanding through experience of the various needs and approaches to support young adults with disabilities
- Have strong communication skills and confidence in building rapport with a variety of stakeholders