

JOB DESCRIPTION

Team Leaders (TL) (Children with Learning Disabilities/Challenging behaviour)

Location: Abbeyfield House, St Helens

Responsible To: Senior Management Team

Summary of Main Duties

The Team Leader as a member of the support team will be responsible for the provision of support and care, caring, welfare, well-being and health & safety of each child and young person (“YP”) resident at the home and in particular responsible for:

Management - Each Shift

- Responsibility for the performance of staff and the delivery of agreed outcomes for YP’s during their shift
- Ensure that all required YP medication is administered during their shift
- Ensure that a full handover is completed with the team leader responsible for the next shift or in the case of the waking night, the waking member of staff
- Ensure that all incident/cause for concern reports for incidents occurring during their shift are completed prior to the end of their shift
- Ensure that all daily records have been updated before the end of their shift :
 - YP’s Personal Progress Sheets
 - YP’s Learning Logs
 - Log Book
- Induction of new staff /joiners
- Induction of any new agency staff including ensuring that an induction is carried out and that all required documentation is obtained prior to their commencement on duty , including:
 - CRB
 - 2 Items of Personal Identification (one of which must be a photo ID) and one with personal address
 - Completion of declaration forms

Management - Records/Files

The Team Leader will be required to work closely with each YP’s Key Workers to ensure that the following key documents are completed for each resident YP in accordance with specified time scales :

- Placement and support plans
- Health Action Plans
- Risk Assessments
- Behaviour Management Plans and Strategies
- Essential Lifestyle Plans

Information for Placement Authorities

The Team Leader will be responsible for ensuring that for each YP , they will complete the following information for management review:

Information	Frequency	Target Date
Monthly Returns for Placement Authorities	Monthly	5 days from end of month
YP Progress Report	Quarterly Dates 30 Sept/31 Dec/31 Mar & 30 June	5 days from end of month

The Team Leader, as a member of the support team, will be responsible for the provision of support and care, caring, welfare, well-being and health & safety of each child and young person (“YP”) resident at the home and in particular responsible for:

Being Healthy

- Personal hygiene and care including daily washing and bathing
- Washing and ironing of clothing
- Provision of a well-balanced and nutritional meals according to their requirements
- Administer medication in accordance with their medication records

Social Activity & Inclusion

- Participation of activities and accompany them on excursions from time to time
- Arranging and accompanying them on their annual holiday
- Help maintain links with family and friends and establish new friendships

Other Support

- Participate in updating YP support, health action plans, risk assessments and behaviour management and their essential lifestyle plans in line with specified timescales and frequencies. Ensure that these key YP documents are kept up to date at all times.
- Carrying out periodically all requisite fire and health and safety checks, where required
- Support the YP in attending any health appointments such as doctors, dentists etc.
- Support the YP in attending appointments and reviews with education providers and other professionals
- Responsible for taking the YP to and from school
- Completion of daily reports within the home, including daily log books, Personal Progress Sheets and Learning Logs
- Facilitate regular YP meetings and ensure minutes of meetings are recorded
- Required to be on call / work shifts
- Development of their independent living skills prior to their adulthood
- Responsible for the running of the residential home, to include cleaning, hygiene and health & safety matters to ensure that the home provides the appropriate living environment for the YP.
- Staff will complete any incident/cause for concern report within a short period immediately following the incident happening for management
- Completion of all key employee declaration forms, as required from time to time

PROFESSIONAL DEVELOPMENT

To ensure that every staff member is trained and knowledgeable to provide the appropriate support to the YP's, they will be required:

- Attend all mandatory and service specific training courses as identified by management
- Attend all monthly staff meetings
- Attend all scheduled supervisions (fortnightly for new staff during the first 6 months of employment, thereafter monthly)
- Attend annual appraisals

This list is not exhaustive and other duties may be required as identified by the organisation.