

Northumberland County Council

JOB DESCRIPTION

Post Title: Team Leader		Director/Service/Sector		Office Use		
Band: Band 6		Workplace: Kyloe House		JE ref: 2571 HRMS ref:		
Responsible to: Home Manager or Registered Person		Date:	Manager Lever:			
Job Purpose: To work as a senior practitioner under the direction/supervision of the Home Manager, contributing to the day to day work of the unit, ensuring its operation in an efficient way by providing a safe & healthy environment for young people.						
Resources		Staff	Shift Team 2-3 staff			
		Finance	None			
		Physical	Maintaining Safe environment of unit			
		Clients	Young People Resident			
Duties and key result areas:						
1. Under the direction of the homes manager/registered person be familiar with and follow all relevant statutory, policy, Codes of Practice and procedure and guideline requirements relevant to the Home.						
2. Understand and fully co-operate in ensuring that the specified aims and objectives of the Home are achieved.						
3. Under the direction of the Home Manager or registered person actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).						
4. Under the direction of the Homes Manager/registered person be responsible for leading a team of Residential staff in the delivery of the day to day service.						
5. Under the direction of the Homes manager/registered person; Instruct and informally supervise staff.						
6. Under the direction of the Homes manager/registered person support the induction of staff.						
7. Under the direction of the Homes manager/registered person act as mentor to staff members.						
8. Under the direction of the Homes manager/registered person act as Link Worker/ Key Worker for young people in placement.						
9. Under the direction of the Homes manager/registered person seek to ensure the effective care of each young person including listening to their views, work in partnership with their families and promote open shared decision making.						
10. Under the direction of the Homes manager/registered ensure the health and welfare of the young people including dietary requirements, medical treatment, education, employment, leisure and occupational activities as appropriate.						
11. Under the direction of the Homes manager/registered person take appropriate action in receiving/admitting young people to the unit.						
Under the direction of the Homes manager/registered person produce and implement care programmes including liaison with other staff within the department and other agencies.						

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Under the direction of the Homes manager/registered person deal with the identified needs of young people.
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Under the direction of the Home manager/registered person undertake administrative tasks as necessary for the effective running of the unit e.g. pocket money, petty cash etc.
- 14
Under the direction of the Home manager/registered person produce factually accurate and concise daily written records on young people and to use these to write reports e.g. court, review, care plans, work evaluation.
- Under the direction of the Home Manager give guidance and direction to Shift Coordinators and Residential Support Workers.
- 15
Under the direction of the Home Manager/registered person maintain efficient, reliable liaison and co-operation with other individuals, agencies, community resources.
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Specific Duties
- Under the direction of the homes manager contribute to the service by developing practice and keeping abreast of professional developments.
- 17
To work as a team member in a way which supports colleagues within the service.
- Under the direction of the Home manager/registered person provide a safe working environment in accordance with Health & Safety/Fire Regulations.
- Under the direction of the Home Manager/registered person undertake team leader responsibilities and to be responsible for the day to day supervision of the unit in the absence of the Home/Registered Person.
- 18
Under the direction of the Home Manager/registered person identify individual and team, training and development needs.
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Under the direction of the Home Manager assist in developing and raising standards of professionalism and practice to a high consistent level.
- To assists in any other duties in accordance with role responsibilities er
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The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

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PERSON SPECIFICATION

Post Title: RCCO Level 3		Director/Service/Sector:	Ref: 2571
Essential		Desirable	Asses s by
Knowledge and Qualifications			
Level 3 Care Award Willing and able to undertake relevant training up to NVQ Level 4 Care Awards.		Recognised social work or social care certificate or equivalent nursing/teaching qualification.	
Experience			
Minimum of 2 years experience of working with adolescents in a residential setting. Evidence of having worked with and managed challenging behaviours.		Experience in a supervisory role.	
Skills and competencies			
Ability to communicate effectively especially when dealing with conflict Ability to produce clear and concise reports and correspondence. Ability to plan, organise and prioritise own and others activities. Ability to work as part of a team and operate under pressure. To have current knowledge of the Children Act 1989 and every child matters agenda. Ability to work within expected levels of confidentiality. Evidence of commitment to self development. Commitment to the task of helping children and young people to develop in a flexible caring manner with an ethos of high standards of care. Knowledge of Safeguarding and Child Protection.			
Physical			

Physically able to undertake the demands of the job, including the ability to undertake full CALM (Control and Aggression, Limitation and Management) methods and techniques to verification level following CALM training. Re-verification of training is carried out on an annual basis.		
Other		
Ability to work a rota that benefits the needs of accommodated young people. To be able to undertake sleep-in duties as required. Able to meet transport requirements	Valid driving licence.	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits