

# TRELOAR TRUST

## JOB DESCRIPTION

**Post:** Deputy Team Leader

**Location:** Wessex House

**Responsible to:** Residential Manager / Deputy Residential Manager / Team Leader

### **Main Purpose of Job:**

This is a developmental role to support the team leader in their duties and to gain the skills to support student progress and lead a shift.

The Deputy Team leader is directly responsible to the Residential Manager and, in her absence, to the Deputy Residential Managers or Team leader for the welfare and organisation of all students within the house.

To support the Residential Manager and Deputy Managers in ensuring the smooth running of the provision in the residential house, maintaining appropriate staffing levels and support to students throughout a shift.

The job holder at times will be the senior in charge of the shift and will need to make key decisions regarding staffing issues and students care and welfare.

### **KEY TASKS**

#### Care Support Duties

- To help implement all aspects of individual YPPs/care plans, including the administering of medication, in line with required Trust policy and procedure
- To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
- Helping students in all aspects of daily living including washing, dressing, bathing, showering and after toilet hygiene
- Assist students with their nutritional requirements, e.g. serving meals, assisting with feeding, preparing drinks, meals and snacks as per their eating and drinking profile
- To assist students to achieve their ILP targets
- To keep robust records in line with regulatory requirements
- Carry out delegated clinical skills with students.

#### Trips/Visits

- Assisting groups or individual students off site
- Assisting students to gain the skills to plan offsite activities
- Ensure all necessary documentation is completed prior to an off-site trip taking place

#### Deputy Team-Leader Responsibilities

- The deputy team leader will be responsible for running the shift alongside or in the absence of the team-leader (whether due to sickness, annual leave etc.).
- Allocating or redeploying staff to meet student needs

- Communicate with MDT and other departments within the Trust, e.g. therapies, medical, teachers, counsellors, to ensure that everyone concerned has a clear knowledge of each student's needs where appropriate.
- Promote a positive and mutually respectful culture within the staff team to ensure the house has a warm, welcoming and friendly atmosphere for the students, visitors and staff themselves.
- Contact with social workers and other agencies is also necessary at times. The Residential Manager/Deputy should always be informed of such contacts and written records made.
- Attend MDTs
- Undertaking fire alarm testing on a weekly basis and organising regular fire drills.
- Undertaking spot-checks on house cleanliness and tidiness where appropriate.
- Ensure staff are utilised effectively during the shift
- Complete practice checks on other staff as trained to do so.
- Contributing to the agenda for the bi-weekly staff Bulletin and half termly staff meetings
- Undertaking audits of EMar, medication safes, buzzers etc.
- Supporting induction processes with new staff and agency staff in areas such as manual handling, fire safety, Nourish, DataBridge.
- Carry out review of students Care records on Nourish as directed by the Team Leader
- Support the team leader in writing reports
- Contribute to and update handover notes and give handovers to relevant staff
- Attend annual reviews in the absence of the team leader
- Maintain a positive and upbeat attitude at all times, even when faced with unexpected pressures.

#### Other duties

- To support the Trust in safeguarding and protecting the welfare of all students
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person
- To maintain and develop own professional knowledge and awareness
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands

## Person Specification – Deputy Team-Leader

MINIMUM	DESIRABLE
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent).</li> <li>2. Hold or be prepared to work towards a relevant Level 3 qualification (e.g. Health and Social Care, Residential Childcare)</li> </ol>	<ol style="list-style-type: none"> <li>1. CIEH level 2 Award H&amp;S in the Workplace Qualification</li> <li>2. Hold a relevant Level 3 qualification (e.g. Health and Social Care, Residential Childcare) or willing to complete a relevant level 3 within 1 year of appointment to the role</li> </ol>
<p><b>Skills and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Good computing knowledge e.g. Microsoft Word &amp; Excel</li> <li>2. To have good organisational skills.</li> <li>3. Good written and verbal communication skills</li> <li>4. Able to understand or to develop an understanding of the needs of young adults with a disability</li> <li>5. A willingness to support the students in developing independence skills and self-advocacy</li> <li>6. Able to remain calm under pressure</li> <li>7. Able to work as part of a multi-disciplinary team</li> <li>8. Must be able to show initiative</li> <li>9. Ability to stand back from a situation and let a student try something for themselves</li> </ol>	
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. A minimum of 1-year previous experience of working in a caring environment and/or with people with a learning difficulty or disability</li> </ol>	<ol style="list-style-type: none"> <li>1. 2 years previous experience of working in a caring environment and/or with people with a learning difficulty or disability</li> </ol>
<p><b>Personal qualities</b></p> <ol style="list-style-type: none"> <li>1. A commitment to promoting and safeguarding the welfare of students</li> <li>2. Willingness and ability to undertake work related training and utilise new skills and knowledge to enable improved support</li> <li>3. To be able to provide personal care relevant to the students' needs and YPP/Care Plan</li> </ol> <p>Willing to work a flexible rota, to include early, late and alternate weekend shifts.</p>	

**Physical requirements**

1. Ability to ensure students comfort and to assist with transfers
2. Must be able to cope with the physical demands of the job
3. Pushing wheelchairs and standing frames
4. Constant standing/walking
5. Assist students with walking, sitting and other activities of daily living
6. Moving and handling of students by means of mechanical aids
7. Manual Handling requirements within MH guidelines

TRELOAR TRUST IS COMMITTED  
TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE  
TRUST'S EQUAL OPPORTUNITIES POLICY.**