

TRELOAR TRUST

JOB DESCRIPTION

Post: Team Leader – Day Provision (term time only, School)

Location: Holybourne

Responsible to: Care Manager School Day Students

Main Purpose of Job:

The Team Leader is directly responsible to the Care Manager for the welfare and organisation of all students within the Day provision, with particular responsibility for a specified group.

This job description should be read in conjunction with the Residential Support Worker job description since there are similarities in the general duties and conditions of service. However, the degree of responsibility of the Team Leader is much greater. Additional responsibilities involve the following, though this list should not be regarded as exhaustive.

Key Tasks

Special responsibility

- Write and regularly update a comprehensive “Young Person’s Plan” on Nourish for each student, in conjunction with the multi-disciplinary team, that informs the staff of the support needs of the student.
- Ensure accurate and appropriate records are kept by Day Provision staff and that these records are and monitored to ensure the well-being of each student. Regular checks and actions taken.
- Ensure that residential staff working with day students who use overnight facilities have the information needed to ensure their needs are met.
- To seek to develop relationships to empower students to take responsibility for themselves giving guidance and assistance.
- To help students to identify the assistance they require to enable them to live as independently as possible.
- To help students to assume responsibility for their own development. This will encompass all aspects of daily living.
- Oversee support for students with their IEP goals and ensuring accurate records are maintained, in order to archive their agreed goals and targets.
- Support students in maintaining relationships with families, carers, friends and significant others.
- Develop skills in basic counselling, behaviour management and dealing with social and emotional problems. Any major difficulties in these areas must be undertaken in close

consultation with the Day Provision Deputy Manager or Care Manager School Day Students

- To establish and maintain an effective working relationship with MDTs to ensure that everyone concerned has a clear knowledge of each student's needs.
- Oversee the delivery of Occupational, Physiotherapy and Speech and Language Therapy programmes by the SSA team.
- Encourage students to make and attend medical, dental and specialist appointments and ensure the results are recorded.
- To be responsible for minor disciplinary matters, referring more serious issues to the Day Provision Deputy Manager or Care Manager.
- To support the Care Manager and Gloucester Residential Manager in ensuring compliance with OFSTED Residential standards.
- To support the Care Manager in the implementation of quality assurance and improvement activities in line the Treloars Quality Calendar
- To complete improvement activities which arise as a result of any internal or external audits, in a timely manner, ensuring all documentary evidence is completed
- Support the Care Manager in the production of a termly departmental self -assessment report and regular monitoring of associated actions plans.
- To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure
- The Team Leader will be actively involved in reviewing the support needs of each student and the relevant funding levels required. This will require a working knowledge of the funding process, ensuring relevant records are made and any changes formally communicated to the contracts and admissions team. To have a working knowledge of funding process and to be actively involved in reviewing the support levels of the student to ensure their needs are adequately met. .

Contact with parents/external agencies:

- In line with the Data Protection Act and the college policy on Confidentiality the Team leader will be a key figure in pro-actively establishing and maintaining the links between Parents/Carers, College and other agencies. With students' permission the Team Leader should initiate the positive contact, which will ensure that all concerned are aiming at common goals and that parents or significant others feel themselves valued partners in the education and care of their children.
- To establish and maintain contact with social workers and other agencies as necessary. The Care Manager should always be informed of such contacts and written records made.
- Write Reports on each student in order to provide information to relevant stakeholders. The Team leader will write reports and be present at Annual Reviews and any other meetings concerning the student.

General Responsibilities:

- To be responsible for the day to day running of the Day Provision, to include shift planning and co-ordination of the staffing.
- Oversee the organisation of House outings away from the School, which will include responsibility for the behaviour, management, medication for a group of students.
- Attend regular/planned staff meetings and share in discussion and decision-making.
- Identify and refer faults/work to the facilities department.
- Identify and update risk assessments.

Supervisory responsibilities

- Ensure a consistent high standard approach from all staff working within the Day Provision by careful supervision of them and by passing on any necessary information to them.
- To organise, chair and record regular group/individual meetings with identified students.
- To provide on the job training to staff within the work situation and to assess their performance, monitor their development, and to identify staff training as required.
- Carry out routine administration tasks e.g. archiving, taking meeting notes and opening the house bank.
- Organise cover for staff absence, as necessary in the absence of the Care Manager
- Maintain good relationships with the staff, between the Day Provision, the house, other departments, and outside agencies.
- Attend meetings and share in discussions and decisions regarding the house.
- Carry out and record half-termly formal supervisions with an identified staff team in accordance with Trust policy, and to appraise staff in accordance with the Trust's PDR scheme and Talent Management.

Equality and Diversity :-

- To promote good practice in relation to equality and diversity, with both staff and students and challenge poor practice.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures reporting concerns to the appropriate person.
- To maintain and develop own professional knowledge, development and awareness and be responsible for keeping up to date with all training requirements..
- 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.

July 2021

PERSON SPECIFICATION – TEAM LEADER

MINIMUM	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 3 Diploma in Care in Children and Young People • Safe Handling of Medicines level 2 (SHOM) • Willing to train to achieve CIEH Level 2 Award in H&S • Food Handling and Hygiene Certificate • Appointed Person First Aid Certificate 	<ul style="list-style-type: none"> • CIEH level 2 Award H&S in the Workplace Qualification
<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Minimum one year's care work experience • Able to understand or to develop an understanding of the needs of young disabled adults • Able to understand or to develop an understanding of the individual rights of young disabled adults • Able to understand or to develop an understanding of the need to maintain and respect confidentiality • Knowledge of key statutory orders relating to residential care, eg Children's Act 	<ul style="list-style-type: none"> • Experience of working in a multi-disciplinary team • Experience of providing formal supervision to colleagues • Experience of conducting PDRs
<p>Skills and Abilities:</p> <ul style="list-style-type: none"> • Good written and verbal communication skills • A willingness to support the students in developing independence skills and self-advocacy • To be able to provide personal care relevant to the students needs • Good organisation and administration skills – able to manage workload and prioritise tasks • Ability to prepare written reports • Ability to lead a small team and be an active participant in larger school teams. • Ability to support and guide staff in their training and development • Ability to problem solve and use own initiative 	<ul style="list-style-type: none"> • Basic Information Technology skills
<p>Personal qualities:</p> <ul style="list-style-type: none"> • A commitment to promoting and safeguarding the welfare of students • An understanding of issues relating to disability • Commitment to equal opportunities • Able to work well under pressure • Prepared to attend training courses, some of which will be outside normal working hours and some of which will be during College holidays. 	
<p>Physical Requirements</p> <ul style="list-style-type: none"> • Constant standing/walking • Assist students with walking, sitting and other activities of daily living Pushing trolleys, beds and wheelchairs • Moving and handling of students by means of mechanical aids • Manual Handling requirements within MH guidelines • Requirement for physical effort 	
<p>Personal Circumstances</p> <ul style="list-style-type: none"> • Willing to work a flexible rota, to include evenings 	<ul style="list-style-type: none"> • Holds a current driving licence • Treloar Trust 'Licence to Drive'
<p>TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</p> <p>All successful candidates will be subject to a Disclosure and Barring (DBS) Check along with other relevant employment checks</p>	

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