



Team Leader Job Description

POST TITLE: Team Leader

RESPONSIBLE TO: Registered Manager, Deputy Manager

LIAISON WITH: Responsible Individual

Hours: 40 hours Per week on a rota system

Salary: £34,000 inclusive of sleeps. (based on 10 sleeps a month)

OVERALL RESPONSIBILITIES

In the absence of the Registered Manager and his/her Deputy to be responsible for all admin/childcare functions at the Home.

- 1.1 To discriminate effectively between those decisions which can be deferred and those which need immediate attention.
- 1.2 To make decisions in accordance with Step by Step Homes Line Manager and Ofsted's expectations for the Home.
- 1.3 To become fully conversant with the company's philosophy and policies.

- 1.4 To respect and maintain the confidential nature of the work.

To assist the Registered Manager and his/her Deputy to promote good childcare practice within the home, this will include:

- 2.1 Day to day supervision and guidance of staff regarding standards of care in line with the Children's Homes Standards 2015 and the wider implications of the company's guidelines, procedures, instructions and Policies e.g. health care, children's rights, childcare law etc.
- 2.2 To play a significant role in supervision of Key Workers encouraging them to be responsible for and accountable to senior staff in ensuring effective assessment monitoring, planning and evaluating for each child takes place.
- 2.3 To ensure that full and complete casework records for young people are maintained and that sound decisions are made and carried out.
- 2.4 To assist the Registered Manager in ensuring specific plans are carried out.
- 2.5 To demonstrate good childcare practices in own direct work with children to provide a model for other staff members.
- 2.6 Step by Step Homes is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

To be directly involved in Case Conferences, Reviews and Planning Meetings.

- 3.1 To compile written reports as and when necessary.
- 3.2 To actively seek the views and opinions of children and provide a platform from which they can be heard.
- 3.3 To help other staff to compile reports and encourage them to involve the children in reviews.
- 3.4 To attend and participate in case conferences/reviews/planning meetings as when appropriate.

To assist the Registered Manager in ensuring specific administrative tasks are performed accurately.

- 4.1 To carry out specific tasks as delegated by the Registered Manager and his/her

Deputy.

- 4.2 To monitor and assist other staff members in carrying out their administrative duties.
- 4.3 To be responsible for all administrative functions/operations in the absence of Registered Manager.

To assist the Registered manager and his/her Deputy in the management of the staff team in a manner which maximises their output and enables them to achieve their potential.

To contribute to the development of Step-by-Step Homes childcare practices.

- 5.1 To assist the Registered Manager in disseminating information, instructions of the outcomes of these meetings to the staff team.
- 5.2 To be involved in the planning and provision to the service as a whole and to make contributions to working groups when requested.

GENERAL DUTIES

- 6.1 To perform any other reasonable task that the Registered Manager and his/her Deputy may ask from time to time.
- 6.2 To act as driver and/or escort transporting young people to and from school, on shopping trips and activities.
- 6.3 To perform sleeping-in duties as required.

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Step By Step Homes is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose a risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Person Specification for the post of: Team Leader

	Essential	Desirable
Experience	<ul style="list-style-type: none"> At least 2 years' experience of working with children in a similar setting 	<ul style="list-style-type: none"> Experience of working with children in a senior role Experience of leading and managing a multi-disciplinary staff team
Education/ qualifications/ training	<ul style="list-style-type: none"> NVQ Level 3 in Childcare or equivalent (or working towards) Ability to produce written reports. Ability to make verbal contributions to Reviews and Case Conferences 	<ul style="list-style-type: none"> Recognised social care qualification. Specialist training or education in a related area NVQ / Diploma Level 4C&YP
Special Knowledge	<ul style="list-style-type: none"> Ability to organise and lead recreational activities. Knowledge of current legislation 	<ul style="list-style-type: none"> Ability to organise and lead new initiatives. Extensive knowledge of social care and therapeutic practices
Skills/disposition	<ul style="list-style-type: none"> Ability to form positive working relationships with parents and outside agencies. Ability to lead a team. Good communication skills High level of resilience Ability to build positive relationships with children and young people. Ability to maintain professional standards at all times. Resilience, understanding, objectivity a commitment to quality 	<ul style="list-style-type: none"> Ability to provide counselling to individual young people. Time management and organisational skills Experience of leading staff supervision and development Sense of humour

Step by Step Homes 2025
Job Description and Person Specification

Working Arrangement/ Physical Requirements	<ul style="list-style-type: none">• Clean UK driving licence and willingness to drive with young passengers.• Ability to cope with flexible working hours• To be available for sleep-in duties if required• Emotionally resilient• Good level of physical fitness (particularly with regard to Restrictive Physical Interventions)	
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