

Team Leader Job Description

Accountability

Accountable to the Service Leader / Individual.

Role and Responsibility

The Team Leader's role is essential to the wellbeing of the person we support and to the team of people employed to support them. It is a role of both providing practical support and providing leadership and management to a small number of people. The role expects a degree of autonomy, initiative and responsibility from the post holder.

Main Responsibilities

Individual

Ensure that the team read and fully understand the Essential Lifestyle Plan, Service Design, Person Centred Plan, Action Plan and the Working Policy in place around the individual and the service provided reflects the individual's wishes and these written documents.

Ensuring that (individual's name) is empowered at every reasonable opportunity to make decisions and take control over their life and service, unless this is clearly detrimental to (individual).

Lead in all things you do for and with (individual) by example, i.e. respecting the home of (individual) ensuring that it is not turned into a place of work, considering where you meet staff.

Ensuring how you work as a first line manager reflects the values and respect you hold for (individual).

Assisting the Service Leader to create necessary, individual Policies around (individual) and the team.

Ensuring that (individual) is able to move their life forward looking for real community connections, friends, hobbies, interests, work and being creative and challenging about the support provided.

Be creative in involving (individual) in meetings, which assist the individual to remain at the centre of the meeting.

Ensure all Partners for Inclusion policies are followed which apply to (Individual).

Taking a lead responsibility for ensuring that (individual) physical and mental wellbeing is considered and prioritised, taking appropriate action when necessary.

It is the responsibility of all staff to ensure any concerns regarding (individual) is brought to the attention of a senior person within the organisation, the Service Leader, Deputy Director or Director, i.e. concerns regarding the individual's support, care or welfare, finances or vulnerability. Any person raising concerns around these issues will be fully supported by the organisation and will receive any assistance that they require to enable them to come forward on behalf of the individual.

Provide direct support to the individual, which meet the person's service design, Essential Lifestyle Plan and Individual Working Policies.

Communication

To ensure that communication is effective between all of the people involved in supporting (Individual) and between (individual), the team and Partners for Inclusion.

This will be carried out by:

- Organising regular team meetings
- Systems for communication, i.e. diaries and communication books
- Involvement in meetings and communicating on day-to-day issues with the Care Manager and CLDT/CPN
- Involved in leading in problem solving with the team
- Involved in participating in person centred planning meetings
- Delegate responsibility, in their absence, to other team members or to the Service Leader

Staff Responsibilities

Ensuring that (Individual) has support that is organised to meet expressed or implied needs.

Arranging and confirming rotas within the Carista Management System, ensuring that the team is adequately staffed and prepared to provide flexibility and cover any changes through sickness, holidays and training.

Recruiting staff for (individual) by using person centred approaches, being creative in seeking new support staff.

Advertising for and interviewing potential new staff and being creative, at all times, to consider how (individual), family, friends or advocate can be involved in recruitment.

Agreeing with the Service Leader the approach for recruitment and seeking assistance and support with this as necessary.

Ensure they know the training requirements for their team including the required refreshers within that. Manage and plan rotas to accommodate the attendance of training for their team.

Being able to identify potential difficulties in the team, i.e. people leaving or prolonged sickness and acting on this with the agreement of the Service Leader.

Staff Development

Lead the team in reviewing its performance on an ongoing basis and to work with each team member to develop their individual skills and ambitions.

Provide regular supervision, within the guidelines, to all team members. Ensure training is a regular support and supervision item for all the team, and the team are aware of their responsibilities in keeping their training up to date, and have a clear understanding of this.

Assist the team by developing a sense of teamwork, by teambuilding using regular team meetings.

Leading the team in a way that motivates staff.

Be consistent in approach to management of the team and the service.

Make training and staff development a priority ensuring staff are freed up to attend training and that cover is in place.

Discuss with Service Leader, training needs of the team and ensure these are communicated to the Training Co-ordinator.

Provide Induction training to new staff to a standard as agreed with Service Leader.

Lead the team to ensure that they understand and work within the values of Partners for Inclusion and of supported living.

Fully committed to social justice, equality of opportunity and the elimination of all forms of discrimination.

Resource Management

As Team Leader, take responsibility for managing and monitoring all resources available to you, which relate to (individual).

Understand the ISF and take responsibility for the money, which becomes available to (individual) and team, such as activities expenses and travel expenses.

Follow Partners for Inclusion Policies related to recording and monitoring finances and implement Individual Working Policies around the use of these resources as appropriate.

Recognise that staff are the most precious resource for (individual) and take responsibility for ensuring that you understand what staff hours are available for (individual) within the ISF and that these are managed effectively.

Any consistent or concerning change in agreed staff hours being used should immediately be brought to the Service Leader's attention.

It is the Team Leader's responsibility to ensure that (Individual's) personal finances are recorded and monitored, if these are not managed independently.

The Team Leader has a responsibility for assisting (individual) to maximise benefits and that assistance from Service Leader or welfare rights is sought, whenever necessary.

Any financial issues, which you feel, are peculiar or unusual, or appear to leave you or the team vulnerable, please discuss with the Service Leader.



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