

Job title:	Team Leader
Responsible to:	Registered Manager
Holiday/Sickness Relief:	Team Leaders within the Charity

Purpose of the Job

- To promote and work within our values:



- To be an effective member of the management team.
- To ensure quality care is delivered at all times and in accordance with care plans.
- To work within our Leadership Charter.

Specific Duties & Responsibilities

- To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
- To co-ordinate, formulate & review Resident care plans ensuring their care needs are met.
- To collaborate with appropriate professionals to ensuring support is in place to achieve individual care needs.
- To be responsible for the development, supervision 1:1s of a designated group of employees.
- To participate in recruitment, selection, induction and training programmes for employees in accordance with agreed charity procedures.
- To buddy new staff.

- To monitor and ensure a safe environment in accordance with H&S and Care Standards, recording and reporting any non-compliance issues immediately.
- To carry out a formal monthly audit for a designated area.
- To be responsible for monitoring and reporting on the successful implementation of charity policy in relation to one of the following designated management areas:
 1. Fire - Carry out a weekly inspection of the building and test of the alarm system. Carry out Drills & practices as specified. Ensure staff training is up to date. Record all actions and outcomes in the Fire Log.
 2. COSHH - Ensure safe usage and storage of chemicals. Manage stock control system. Ensure staff training is up to date.
 3. Medication - Take responsibility for ensuring compliance with the Code of Practice for Safe Custody and Administration of Medication.
 4. Activities - Take a lead role in coordinating, recording and publishing an in-house entertainment and activity programme attempting to meet all the expressed needs of residents.
- To make sure minimum staffing levels are maintained for the shift and work to cover shortfalls in future shifts.
- To ensure the appropriate admission and discharge of Residents.
- To monitor and record security and safety of the premises and the wellbeing of residents.
- To operate petty cash systems in line with charity policies.
- To ensure all visitors are greeted and dealt with in a professional manner.
- To take responsibility for responding to the requirements of professional visitors.
- To report effectively on all significant activity during the shift using relevant charity recording and information systems (PCS).
- To participate in meetings, reviews, staff development and 1:1s as required within charity policies.

- To participate flexibly in rotas and routines as required by the charity, including working night shifts.
- To represent the home at charity staff/management meetings as required including those under the disciplinary, disputes and grievance procedures.
- To attend and fully participate in training as required by the charity, including completing the staff induction programme.
- To perform any other tasks that fit your role.
- To complete any other reasonable tasks assigned by the management team.

Person Specification

- Be adaptable to change
- Have excellent observational skills
- Have 1 years' experience in a relevant role
- Be able to build trust and rapport
- Have strong communication and leadership skills
- Be non-judgmental
- Have good time management and organisational skills
- Be willing to learn and develop
- Be approachable and able to connect and empathise with others
- Be able to use basic tech devices

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.