



Job Description and Person Specification

Job Title	Team Leader
Location	Eastergate
Service	Old Farm
Responsible to	Deputy Manager, Registered Manager
Responsible for	Residential Support Workers

Terms and Conditions	
Hours	40 hrs per week
Salary Range (FTE)	£31.500 - £33.000
Holidays (FTE)	30 Days including Bank Holidays
Employment Status	Full Time
Probationary Period	6 Months
Notice Period (weeks)	8 Weeks
Disclosure	This position requires an enhanced DBS check.

Service Description
<p>The Old Farm is a Registered Childrens Home which falls under West Sussex. It accommodates up to 4 Children, boys and girls between the ages of 10 – 17 years. The Children will be placed by the Local Authority and referrals to Ol Farm will be made for many different reasons. All the Children will have suffered neglect, possible abuse, possible education related issues, mental health concerns and other associated behaviours. The service includes residential care 52 weeks per year, 24 hours per day. We will work therapeutically, using the PACE approach in managing trauma related behaviour. We will ensure Children are always kept safe from harm. We will ensure that every child is supported in education. We will always provide a</p>

clean warm living environment. We will maintain strong professional relationships with placing Authorities and other external partners, always being kind and courteous. We will keep clear and concise records for the home. All legislation including Health and Safety will be followed at all times.

Job Purpose

Be an appropriate role model to Children's Support Workers and Children in the home and help meet their practical needs by providing support, advice, and assistance. To help children address their problems, concerns, and previous trauma and work with them to achieve health, well-being, and education outcomes, enabling them to reach their full potential. To support children to prepare for future independence and self-sufficiency. To lead your team by example offering support, advice, mentoring and respect.

General Duties

- Ensure that Safeguarding is of the highest Priority.
- Strive to provide the best experience possible for the Children - enabling, engaging, and empowering them to achieve their aspirations.
- Ensure that all Legislation, Company Policy + Procedures are always followed.
- Support and Respect all Colleagues to the best of your ability.
- Always have a professional attitude.
- Be confident in the use of the Whistle Blowing Policy.
- Be aware of the budgets and monitor spending.
- Ensure that your own professional Development is of high priority.
- Complete all mandatory training.
- Celebrate the smallest of achievements for Children and Colleagues.
- Celebrate birthdays, Festive Holidays and always create fun!

Specific Duties

Work with children in the home, supporting them with their individual needs as outlined in their placement plan.

- Ensure that Safeguarding and the protection of Children is always prioritised.
- Ensure that the Childrens Support Workers are working to the Company Ethos, Policies and Procedures.
- Ensure children are treated with dignity and respect.
- Support children to participate in the routines of the home and encourage them to take part in new activities.
- Promote education and support staff facilitate the attendance at school, accompanying the child if required.
- Where children are out of education, support them with educational activities and work toward education outcomes.
- Promote well-being in the home by ensuring the environment is free from bullying, prejudice providing a safe loving place to live.
- Help children deal with conflict and trauma by supporting any therapeutic plans that are in place for them.
- Work co-operatively and pro-actively as part of a team supporting colleagues and the manager.
- Ensure that staff complete all records to a high standard.
- Ensure that the home is always a clean and ambient environment. If maintenance concerns or replacement items are required, they must be addressed immediately.
- You are required to partake in cleaning the home and cooking meals.
- Support the Registered Manager and Deputy Manager in ensuring that budgets are maintained, and petty cash is always correct at the end of every shift.
- Ensure that the medical needs, including medications are managed promptly and recorded immediately.
- Ensure that the Childrens files are always reviewed and up to date, including Placement Plans, Personal Plans and Risk Assessment.
- Ensure that Key worker sessions are completed weekly and recorded.
- You will be required to attend meetings; these may fall on your rota'd off days.
- You will be required to work with external agencies, social workers, health professionals, advocates and families.
- You may be required to participate in the on-call rota, depending on level of experience.

Person Specification

Qualifications and Education

- Educated to GCSE Level or above. Including Maths and English.
- Diploma Level 3 in Residential Childcare or be willing to work towards it.

Experience

- Working with children who have experienced a negative childhood for various reasons.
- Ability to work within a multi-disciplinary team.
- Effective record-keeping skills and maintaining the confidentiality.
- IT skills
- Awareness of using Physical Intervention to ensure that the child, staff and others are safe.

Knowledge and Understanding

- The Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes, Children Act 1989, Working Together to Safeguard Children 2018, Data Protection Act 2018, and Health and Safety at Work etc. Act 1974. Safer Recruitment of Staff.

Skill and Abilities

- Able to drive company vehicles.
- Able to deal with challenging behaviour.
- Able to support children with complex needs.
- Be able to actively listen to others.
- Able to be assertive and confident with children.
- Able to mentor and support Children's Support Workers.
- Effective oral and written communication skills.
- Awareness of confidentiality and data protection.
- Awareness of child protection and safeguarding.
- Awareness of substance misuse and child exploitation.
- Ability to motivate and a team and drive

Equality and Diversity

- Promote equality and diversity by interpreting equality, diversity, and rights according to legislation and policies.
- Develop a culture of non-discrimination that supports individuals' rights and eliminates patterns of discrimination.

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