

Job Description

Post: **Team Leader**

Location:

Hours:

Accountable to: **Locality Manager**

DBS status: This role requires an enhanced DBS disclosure with appropriate barred list checks

Rank: 5

Preamble

Brandon provides care and support to vulnerable people. This support is provided by a substantial and widely dispersed workforce, working in numerous locations including public places and the homes of the people we support.

Brandon is committed to delivering support that enables people to live the life they choose. Brandon Trust is determined to be known as a model provider, providing a high standard of support in existing services and extending our reach into new areas and broadening support.

Overall objectives

The post holder will assist the locality manager in the supervision, coaching and mentoring of the team and co-ordinate the daily provision of support and activities for people we support to ensure the delivery of a high quality, responsive and efficient service. The post holder will be an exemplar of best practice.

You will be assigned to either individual or group service/s within a defined geographical area – this may change from time to time.

The post holder will provide care and support to enable individuals to maintain their independence and to achieve their aspirations.

This job description is generic and applies to all Team Leaders. The duties will be determined by the individual needs of the people being supported. The context in which support is provided may vary according to the living environment and may include registered care, supported living, day services or floating/enabling support.

This role expects a high degree of flexibility, autonomy, initiative, and responsibility from the post holder will involve working during unsocial hours, to include evenings, weekends and overnight (either waking or sleep-in).

In some services you may also participate in an on-call rota providing out-of-hours telephone advice.

Main Duties

Manage service delivery

- Follow the instructions of the Manager in relation to the care and support of individuals and report any concerns to the Manager (or on call manager) in a timely manner.
- Ensure that policy & procedure relating to safeguarding, serious concerns, formal complaints and serious health and safety incidents are followed in the immediate instance. Document and notify relevant parties. Directly inform the Locality Manager or a senior manager if not available.
- Observe and monitor the wellbeing of people we support, seeking professional advice if there are any concerns relating to physical, mental, or emotional occurrences. Inform the manager and document as appropriate.
- Actively lead and supervise staff delivery of person-centred care to ensure that physical, social, intellectual, and emotional needs are individually met as well as ensuring dignity, choice and independence are respected.
- Actively encourage person centred planning where individuals can explore their aspirations and feel safe to explore the life they choose.
- Organise, co-ordinate and monitor individual support plans ensuring they are conducted and completed in accordance with policy and agreed quality standards.
- Actively lead on least restrictive practices, including documenting decisions in line with the Mental Capacity Act.
- Carry out and implement relevant Risk Assessments.
- Arrange specialist care and support assessments where needed with the support of the Manager.
- Ensure records are immediately updated to reflect changing need. Evidence these changes are effectively communicated to all staff and relevant stakeholders.
- Supervise the effective, timely and accurate reviewing of individual & service records.
- Undertake service audits in accordance with quality, health and safety, medication, and finance.
- Effectively follow financial instruction and processes for the service/s.
- Provide the day-to-day point of contact for multi-disciplinary professionals and meetings as well as building relationships with relatives and advocates.

Provide direct care and support

- Provide direct care and support alongside Support Workers and model best practice.

Line management and leadership

- Help maintain employee engagement and performance through effective leadership, communication, supervision, appraisal and mentoring of all employees. Including inducting new starters.
- Organise, co-ordinate and monitor rota management to deliver safe and best practice in the service/s and ensure efficient staff utilisation.
- Ensure staff data and records are accurate and up to date using the systems provided.
- Ensure knowledge and competency relating to safe working practices are maintained by evidencing all staff are trained, and that competency assessments are kept up to date.
- Support the manager in recruiting and selecting staff.
- Support the manager by undertaking day-to-day performance management of the staff team/s.

Other

- You are expected to attend any meetings as requested by the manager and are required to familiarise yourself with the Brandon policy and guidance.
- You must be prepared, on occasions, to undertake additional tasks, unspecified in this job description, at the Manager's request. You must also be prepared if requested (on rare occasions) to work within another home/area.

Key Relationships

People you support and staff teams within your service/s.

Manager, On-call manager, Area Manager, Locality Managers, Health & Safety Manager, Quality Manager. Family members of people you support, their advocates and multi-disciplinary professionals.

Safeguarding:

All employees have a duty to take appropriate and immediate action to:

- ensure people with learning disabilities are safeguarded from abuse and to report any instances of alleged abuse which you witness or become aware of.

Confidentiality and Data Protection:

All staff are required to comply with our policies regarding confidentiality and data protection.

Diversity:

Brandon Trust is committed to its diversity policy and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Health and Safety:

The Health and Safety at Work Act 1974 placed a legal duty on employees to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer.

The Management of Health and Safety Regulations 1999 increased these duties to include:

- To use equipment and materials in accordance with instruction and training provided by the employer.
- To report serious dangers or potential risks observed to the employer.

Failure to do these four things is an offence in law for which individuals can be fined and may lead to disciplinary action within the Trust.

The Management of Health and Safety Regulations also require employees to be 'competent' when carrying out the tasks required by the employer. If you do not feel competent to carry out any task required of you, please discuss this with your line manager, the Learning and Development Manager or the Health and Safety Manager.

General

This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of the Brandon Trust. Major changes in the range of work undertaken will only be carried out after consultation with the job holder.

Brandon Values and Behaviours



- Take a person-centred approach
- Help people to make choices
- Bring out the best in people
- Respect people's differences
- Friendly, kind, and compassionate



- Ask questions
- Take a coaching approach
- Show resilience
- Plan effectively
- Set high standards



- Take considered risks
- Make things happen
- Try new things
- Push for change
- Have a 'can-do' attitude



- Connect people
- Make links to improve things
- Can work with all types of people
- Can spot opportunities for growth
- A team player



- Flexible and creative
- Use imaginative ideas to solve problems
- Can bring new perspectives
- Think outside the box

Brandon leadership behaviours



PERSON SPECIFICATION: Team Leader

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> Diploma in Health and Social Care (level 3) or equivalent OR Diploma in Health and Social Care (level 3) children and young people pathway - or equivalent (This is desirable for new starters and essential for pay progression - as part of our L&D support for staff we sponsor people to obtain these qualifications) Maths (level 2) and English (level 2) (GCSE and 'O' level grade A-C or CSE grade 1) or able to demonstrate equivalent capacity 	<p>Full driving licence and own transport (this may be essential in some services)</p> <p>Additional relevant social care or management qualifications</p>
Experience	
<ul style="list-style-type: none"> Minimum of 2 years demonstrable experience of working with people with learning disabilities For team leaders working in children's services, demonstrable experience of working with children and young people with disabilities and their families 	<p>Additional relevant experience: life experience, volunteering, or work experience.</p>
Skills / Personal Attributes	
<ul style="list-style-type: none"> Keeping up to date with new legislation and maintaining a working knowledge of all relevant legislation. Ability to enthuse people and gain their commitment to implementing essential procedures and compliant/ outstanding working practices. Able to communicate and engage effectively with people with learning disabilities and autism Innovative problem solver Flexible attitude Resilient Open to challenge Willing to try new activities Encouraging Adaptable Able to flex working patterns Self-aware Considerate Calm under pressure Excellent IT skills Demonstrate a willingness and ability to take part in a rotational advice line for some services, offering out-of-hours telephone support to individuals, and in children's services, their families Demonstrate personal values consistent with Brandon's values and purpose. Demonstrate an understanding and commitment to safeguarding and promoting the welfare of people with learning disabilities and autism Demonstrate a clear commitment to the inclusion of people with learning disabilities and autism in all aspects of community life 	