



Job Description And Person Specification

Job Title: **Supported Accommodation Team Leader**

Responsible to: Registered Manager

Location: Northwest

Hours: 40 hours per week on a rota system

Salary: £34,000 inclusive of sleep in allowance (Based on 10 sleeps a month)

1. Job Description

Job Purpose

The team leader will oversee the daily operations of the supported accommodation home for young people ensuring a safe supportive and empowering environment. This role involves leading a team of support workers, developing individual support plans and promoting the personal development and independence of young people.

Key Responsibilities

- Supervise and support a team of support workers, ensuring high quality service delivery.

- Conduct regular team meetings and performance reviews and contribute to ongoing training and development.
- Develop and oversee the implementation of individual support plans including pathway plans and risk assessments, tailored to the needs of each young person.
- Foster a positive and inclusive environment that encourages personal growth and independence of both staff and young people.
- Maintain accurate records for young people, ensuring compliance with relevant legislation and policies.
- Manage resources and home budget effectively.
- Work closely with external agencies, Children's services and families to coordinate support and services for the young people.
- Participate in multi-disciplinary meetings to ensure comprehensive support is provided to young people.
- Ensure that the accommodation meets health and safety standards and that all policies and procedures are followed.
- Contribute to the implementation and development of quality assurance processes.

Professionalism (Core Value)

Standard

- To act in a manner that is befitting of Step-by-Step support 24 as provider of children's services and in line with the organisation's values at all times.

Content

- To understand and adhere at all times to Step by Step Support 24 policies and procedures, including reference to those contained within the employee handbook.
- To develop an understanding of relevant legislation for Supported accommodation 2023 and the quality standards that accompany this and lead the team to enable them to reflect this in their daily working practice.
- To ensure your team understand and apply safeguarding practices and processes.
- To lead on the delivery of the young person's pathway plan.
- To support all the basic physical and emotional wellbeing of the young person.

- To keep accurate records for the young people in line with systems of the home and ensure all staff are compliant and up to date with recording policies and procedures.
- To carry out tasks and maintain all relevant records pertaining to fire safety, health & safety and other records as directed by Registered Service Manager.
- To ensure understanding and compliance with the GDPR (General data protection regulation 2018) and the Equality and Diversity Act 2010

Excellence (Core Value)

Standard

- To aspire at all times to a standard of excellence in all areas of working practice.

Content

- To ensure you and your team understand PACE and implement this daily in the support of young people.
- To implement all learning from training and support your team in their learning and development.
- To ensure that the home is kept to a high standard and compliant to all health and safety regulations.
- To set high standards in homemaking and care for the fabric, equipment and grounds of the home and wider organisation and to encourage young people to develop independent skills such as cleaning, cooking, budgeting, accessing communities and health services.
- To actively contribute to the creation and maintenance of a therapeutic homely environment, considering the young person's wishes and preferences.
- To maintain vigilance when supervising young people in line with risk assessments to ensure that significant behaviours are noted and recorded.

Integrity (Core Value)

Standard

- Young person centred and act with integrity.

- Maintain transparency in all communications and actions fostering trust among young people, your team and colleagues.
- Take responsibility for your actions and decisions, acknowledging mistakes and learning from them and develop culture within your team of reflective practice.

Content

- To make decisions that are always in the best interests of the young people and the organisation.
- To contribute to the positive culture of the organisation in line with the company values and challenge negative attitudes appropriately.
- To be proactive and use initiative to ensure that all working hours are used effectively.
- To be alert to signs of distress, neglect or abuse, ensuring that the young people are monitored and protected and learn how to keep themselves safe as they move through their independence.
- To be sensitive to the needs of individual young people and provide support and comfort to young people under stress.
- To be mindful of different protected characteristics ensuring young people are treated fairly, as individuals with respect and dignity.
- To utilise the organisation's whistle blowing policy to ensure that poor practice, negligence and dishonesty is dealt with appropriately.

Planning and Organising

Standard

- To utilise planning and organisational skills to support Step by Step Support 24 to achieve its goals and objectives.

Content

- To implement the home rota.
- To manage you and your teams training commitments and annual leave responsibilities effectively through the rota system.
- To develop and implement personal planners for young people to ensure the smooth running of tasks, activities and appointments.
- To work with internal and external services and professionals to ensure the continuity of support for young people.

- To contribute to the development and implementation of Support Plans to ensure consistency of for young people.
- To be accountable for the homes petty cash and ensure financial systems and processes are followed correctly.
- To be accountable for all records, systems and operating procedures of the home as set by the Registered Manager.

Commitment and Attitude (Core Value)

Standard

- To apply a high level of commitment and positive attitude to all aspects of working practice.

Content

- To demonstrate an understanding of the complexity of the working environment regarding the impact of young people's behaviours and the effect on the organisation's resources.
- To demonstrate flexibility where practicably possible to support the home in covering rotas.
- To communicate positively and constructively about the young people, your team colleagues and organisation at all times.
- To demonstrate a 'can do' attitude in all areas of working practice and demonstrate a willingness to learn and take on new challenges.
- To participate in management meeting as required
- To organise and lead home team meetings.
- To organise and lead home meetings with young people.
- To contribute to multiagency meetings alongside the young person and to ensure the young person voice is heard and services working collaboratively
- To supervise the home staff
- To make use of regular supervision.
- To consistently demonstrate the skills to engage in personal reflection about the impact of the work on one's own feelings, one's colleagues and about one's own strengths and weaknesses.

- To develop your own emotional intelligence.
- To commit to ongoing personal and professional development, ensuring regulatory training is completed and refreshed accordingly, including meeting timescales for completion of induction, probation period and Level 4/5 diploma.

Respect – Communication and Networking (Core Value)

Standard

- To act in a respectful, polite and transparent manner always.
- Safeguard sensitive information and respect the privacy of your team and young people always keeping confidentially, unless it is a safeguarding issue.

Content

- To recognise and value the roles held by all employees of Step-by-Step Support 24 for Young people.
- To develop and maintain professional relationships with young people, individuals with parental responsibility, social workers, teaching staff and other professionals involved in the support of young people.
- To share significant information with colleagues, line managers and other relevant professionals in a timely fashion.
- To utilise handovers effectively.
- To utilise written communication effectively to share significant information.

Team Working

Standard

- To lead the staff team and contribute to the wider organisation, supporting colleagues and being prepared to receive support as necessary.
- Lead by example: inspire others through your commitment to ethical behaviour and integrity in the workplace.

Content

- To act with initiative, accountability and responsibility at all times to assist with the functioning of the team.
- To recognise one's own strengths and weaknesses and those of your team to contribute effectively to the functioning of team.

- To recognise that all employees of Step-by-step Support 24 and external agencies are part of the wider team involved in children's and young people's services and act accordingly.
- To act with initiative, accountability and responsibility, to assist with functioning of your team, providing leadership, direction and guidance.

The Company reserves the right to amend or modify your Job Description in accordance with the operational needs of the business.

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 of 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 of children 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.

2. Person Specification and Assessment Framework

Team Leader

Criteria for Selection	Essential or Desirable	Method of Assessment
Knowledge Skills, Aptitudes and Experience		
An understanding of the impact of abuse, neglect and trauma on children.	E	Application Form; Interview
Experience and skills leading a team.	E	Interview / Application Form
Ability in supporting teams to develop and grow through mentoring and coaching.	E	Interview / Application Form
Ability to provide constructive feedback to the team.	E	Interview / Application Form
An understanding of the challenges faced by looked after children in care.	D	Application Form
An understanding of how to support children and young people with challenging behaviour.	D	Application Form
An understanding of equal opportunities legislation and appreciation of diversity	E	Interview
An understanding of child protection legislation and its purpose	E	Interview
Knowledge of the key components for good supervision of staff.	E	Interview.
Personal Qualities		
Conscientious, reflective and transparent.	E	Interview
Dependable and organised and structured.	E	Interview
Able to adapt to change, exhibit flexibility when required and deal with unexpected situations.	E	Interview
Resilient and assertive.	E	Interview
Able to manage team challenges and be assertive in difficult situations.	E	Interview
Able to exhibit appropriate response to anger and anxiety	E	Interview
Personally boundaries	E	Interview
Able to understand and follow rules and regulations consistently	E	Interview

Good listener and able to use communication skills effectively.	E	Interview
Empathetic and sensitive to the needs of others.	E	Interview
High emotional intelligence	E	Interview
Can-do attitude and willingness to participate in activities and support children in their development.	E	Interview
Team orientated, approachable, positive and friendly with good interpersonal skills	E	Interview
Curious and interested in child development.	E	Interview
High integrity, honest and open, with an ability to make ethical management decisions, acknowledge faults and take remedial action where necessary.	E	Interview
Natural leadership qualities.	E	Interview.
Education, Training and Qualifications		
Basic literacy	E	Application Form
Basic computer skills	E	Application Form
Full education history	E	Application Form
Full employment history	E	Application Form
NVQ 4/5 Caring for Children and Young People or Level 4/5 Children and Young People's Workforce Diploma (Willingness to work towards this) or equivalent.	D	Application Form
Experience		
Experience of working with young people and leading a team.	D	Application Form
Special Requirements		
Full Driving Licence (able to drive a vehicle with manual transmission) and own transport	E	Application Form
Flexible (Travel/ Shift work)	E	Interview