

Job Description

Job title: TEAM LEADER

Accountable to: SERVICE MANAGER

Accountable for: Day to day supervision for Support Workers and other staff within the service as required

Job Purpose

As a Team Leader for Freeways you will be supporting the Manager in the day to day running of high quality support services for the people we support in line with Freeways values. You will be actively involved in ensuring services are delivered in a way that puts people we support at the centre of the service they receive and promotes rights, choice, dignity and diversity. In the absence of the Manager or Assistant Manager you will take responsibility for the support of service users and the ensuing Freeways' policies, procedures and regulations are followed by all staff.

The post will provide an opportunity for the postholder to acquire the training and development to help prepare them for future further management positions within Freeways.

As with all managerial positions, you may be required to undertake work in another location or post appropriate to your grade on a temporary or permanent basis dependent on service requirements.

Key Responsibilities and Objectives

Putting People First:

As a team leader you will:

- Support with the effective management of the service according to Freeways regulations, policies and procedures, in particular Health and Safety at Work and Fire Regulations.
- Ensure that appropriate support is provided to individuals in line with agreed support plans, taking in to account their independence, choice and dignity.
- Assist in the preparation and organising of assessments, reviews, PCPs and actively participating in these meetings.
- Ensure the rights of the people we support are promoted and respected at all times in compliance with the Human Rights Act, Mental Capacity Act, the Care Act and Deprivation of Liberty guidelines and Freeways Policies and Procedures
- Support your service in celebrating its successes and the achievements of the people you support.
- Develop a sound understanding of CQC, local authority and safeguarding

requirements and processes.

- Providing reports on support of service users and ensuring key processes/procedures are followed through personally or by others in the service.

Planning For The Future:

As a team leader you will:

- Be responsible for your own continual personal development and undertake training as required.
- Support the management team to develop the service, identifying and supporting areas for growth and development.

Having Great Staff:

As a team leader you will:

- Support staff wellbeing and share any concerns as appropriate.
- Be involved in staff development through supervision, staff induction, identifying training needs and arranging as required.
- Work with the management team to gain an understanding of all aspects of rota management and allocating duties.
- Support the management team in ensuring effective staff performance management in line with Freeways policies and procedures (recruitment, probation, supervision, learning and development, conduct, attendance etc.)
- The post holder will need to develop a clear understanding of their role, in line with the competency framework, within the organisational structure and participate in regular supervisions and annual appraisals with their manager.

Making Every Penny Count:

As a team leader you will:

- Support the management team in the efficient administration of the service including assisting in keeping records and financial controls according to Freeways policies and procedures.
- Work with the management team to gain an understanding of the service budget and operating within these requirements.

Being Active in the Community:

As a team leader you will:

- Actively support staff with the promotion of community contacts, assisting service users to establish themselves in community work/leisure schemes.
- Be a great role model promoting the work and public awareness of Freeways.

Health and safety responsibilities:

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

Equal opportunities:

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Created:September 2007

Revised:September 2017

Revised:May 2018

Revised: June 2018

Additional Responsibilities

- May be required to be an authorised key holder (following finance training) and support the manager in monitoring budgets.
- Must be prepared to work weekends, evenings and public holidays as reasonably required by the Manager.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their pay grade.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Person Specification – TEAM LEADER

Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.

Requirement	Essential	Desirable	Assessment
<p>Knowledge /Qualifications</p> <ul style="list-style-type: none"> A recognised Social Services, Health, Education or Community Work qualification (preferably equivalent to Level 3) Knowledge of legal regulations i.e. Care Act, Health & Safety 		D	Application
<p>Experience</p> <ul style="list-style-type: none"> Relevant experience providing person /customer centred support. Relevant experience in a supervisory position. (i.e. formal supervision of staff and co-ordinating duties). 	E	D	Application / Interview
<p>Skills and Abilities</p> <ul style="list-style-type: none"> Proven interpersonal skills and ability to maintain and promote good working relationships. Ability to relate to people with learning disabilities. Ability to present ideas both orally and in writing to a range of audiences. Good IT skills Ability to complete work to a high standard, focussing on the needs of the people you support. Work under pressure using own initiative, including lone working if required. 	E		Application / Interview
<p>Other</p> <ul style="list-style-type: none"> Understands and is committed to equality, diversity and Freeways values. Willingness and ability to travel across the geographical area as required 	E		Application / Interview
			Application