

Job Description for Team Leader

Responsible to the Registered Manager

Job Purpose

To provide quality care for vulnerable children in line with the Home's Statement of Purpose and to practice in accordance with Woodside Horizons ethos and culture. To manage staff in accordance with the manager's direction.

Responsibilities

Working with our children and under the direction of the Registered Manager you will:

1. Develop positive, trusting and loving relationships with the children in our care. Oversee, guide and provide feedback on staff's ability to provide these relationships.
2. Plan and lead shifts, managing resources and meeting children's needs appropriately and safely.
3. Have fun with our children, playing safely, developing their curiosity and helping them learn through play. Take part in activities in and outside the home supporting them to achieve and celebrating each achievement with them. You may also take our children on holiday, supporting our children to develop brilliant memories, sharing in these exciting times.
4. Develop care plans that meet the emotional, social and behavioural needs of our children. Work with staff to ensure they understand the plans and how to deliver on the care.
5. Working with staff and as a role model, ensure children in our care remain safe. Help with the development of Behaviour Support Plans and Risk Assessments. Role model and support staff to recognise signs that may mean a child is at harm and take steps to address concerns. Role model and support staff to help children understand their risky behaviours and triggers and support them to develop their own strategies to manage situations in the future. Recognise risk on a daily basis ensuring you take appropriate steps to minimise potential harm.
6. Role model and support staff to set boundaries with children. Ensure staff understand and feel supported to apply those boundaries appropriately. so children can develop resilience that will enable them to better manage their emotions and reactions to events and help them better develop understanding of cause and effect.
Act as a support and role model to help staff support children to develop socially acceptable behaviour.
7. Act as a role model and support to staff to enable them to work with children to help them understand how issues from their past may have affected them.

8. Act as a role model and support staff to help children achieve in education. Liaise with schools as required and attend meetings as directed by the Registered Manager.
9. Be a role model and support staff to deescalate situations of potential or actual violence through learnt techniques and trust built with our children. Help staff and children understand the impact of their behaviour.
10. Transport children safely-either in your own car or on public transport-as required.
11. Complete online records as required. Complete handwritten records as required.
12. Provide supervision for care staff.
13. Deputise for the Registered Manager in their absence.

The home

14. Undertake and direct cleaning duties as directed.
15. Undertake and direct laundry duties as directed.
16. Cook for staff and children as directed.
17. Shop for food and general groceries as directed. Keep food safely stored, in line with legal requirements.
18. Ensure the environment is safe, having an awareness of and addressing potential and real environmental hazards. Conducting environmental safety checks as required. Conducting fire safety checks as required. Teach and oversee care staff to carry out these checks safely.
19. Carry out environmental checks in line with legal requirements.

Personal responsibilities

20. Attend staff meetings as required.
21. Attend and participate in supervision sessions taking responsibility to prepare yourself appropriately.
22. Attend and participate in all training. Take responsibility for your own learning ensuring you meet appropriate timescales and seek support where necessary.

Requirements for the role

Essential	Desirable
QCF L3 in children and young people's workforce or equivalent.	Experience of providing supervision
Experience of role modelling and supporting staff	Clean driving licence.
Experience in the development of care plans and associated documentation	Experience of working with children at a senior level.
Ability to work shifts including sleep in shifts.	Experience of working with vulnerable traumatised children at a senior level
Ability to form relationships with children and others.	

WOODSIDE HORIZONS - JOB DESCRIPTION

Ability to take part in training and manage personal learning.	
Ability to take and give direction	

Review Date	Signature
03/08/2025	SOPURKISS