

Kent County Council

Job Description: *Senior Team Leader*

Directorate: Adult Social Care and Health
Unit/Section: Children's Short Break Unit
Grade: KR9
Responsible to: Registered Manager

Purpose of the Job:

Assist the Registered Manager in discharging their duties under the Children's Homes Regulations 2015 and Ofsted Quality Standards.

To establish and maintain good standards of care practice, using the resources placed at the post holder's disposal by the Registered Manager.

Main duties and responsibilities:

- Assist the Registered Manager in the management of budgets devoted to the service, within cash limits and in accordance with financial procedures to ensure that the unit meets its legislative requirements.
- Assist the Registered Manager in being responsible for the planned maintenance and development of the living environment to ensure that it meets the requirements of the Children's Homes Regulations 2015.
- Manage and supervise a team of staff, to ensure the delivery of an effective service and that professional standards and codes of conduct are met.
- Manage day to day operations within the Unit, to ensure that professional practice is monitored and delivered within the unit's service procedures, which includes responding to safeguarding concerns and following up actions as required.
- Assist the Registered Manager to provide individual care plans and ensure that these conform to the requirements set out in the Children's Homes Regulations 2015.
- Establish professional working relationships with the officers of Ofsted and Independent Visitors, to ensure that the unit cooperates fully with their inspection processes. In the absence of the Registered Manager, you will respond promptly and appropriately to their findings upon receipt.
- Deputise for the Registered Manager as appropriate to meet the needs of the unit. This may include monitoring and quality assurance, attending leadership meetings and covering shifts as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to reflect the grade of post.

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Person Specification: *Senior Team Leader*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Minimum of 5 GCSEs or equivalent including Mathematics and English.</p> <p>Level 3 Diploma in Residential Childcare or equivalent.</p>
EXPERIENCE	<p>Experience of managing and supervising a staff team</p> <p>Proven experience working in a residential setting</p>
SKILLS AND ABILITIES	<p>Ability to relate theory to practice</p> <p>Ability to recognise the needs of a child as paramount</p> <p>Ability to lead a staff team and deputise for the Registered Manager</p> <p>Ability to communicate at all levels</p> <p>Ability to write reports and maintain records</p> <p>Ability to deliver supervision and appraisals</p> <p>Organisational skills</p>
KNOWLEDGE	<p>Theoretical understanding of child development, separation and loss.</p> <p>Thorough knowledge of the Children's Act 1989 & 2004 and relevant safeguarding legislation.</p> <p>Thorough knowledge of the Health and Safety at Work Act 1974.</p> <p>Understanding of Children's Homes Regulations 2015 and the Ofsted Quality Standards.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountable