Kent County Council
Job Description: *Team Leader*

Directorate:	**Adult Social Care and Health**
Unit/Section:	**Adult Short Stay Services – Enablement and Support Services**
Grade:	**KSE**
Responsible to:	**Registered Manager**

Purpose of the Job:

Managing and leading a team of staff in Registered Care Centre, including the allocation of tasks to meet the needs of individual people we support and their carers. Provide short stay, residential and day care services. Generally, assist the deputy managers and Registered Manager, alongside a multi-disciplinary team of professionals, to provide high-quality care and maintain a customer friendly service.

Main duties and responsibilities:

- Manage and lead a team of staff, ensuring they are deployed on the 24-hour Rota to meet the individual needs of people we support of the Registered Care Centre and the specification contained in the Service Level Agreement and the standards set by the Regulator.

- Supervise and assist service users with personal care to ensure the provision of physical and emotional care, enabling independence where possible in all aspects of individual rehabilitative care plans whilst maintaining client privacy and dignity.

- Take specific responsibility for people we support to assess and support them with their individualised plan of care and ensuring goals are met.

- Strengthen and develop links with colleagues and partners to benefit people we support and their families. To participate and plan for multi-disciplinary team meetings.

- To provide supervision to a team of staff to ensure that the requirements of the role expectations, action plans and professional standards are maintained.

- Assist in the recruitment process, induction, and development of staff.

- Promote and embed a person-centered culture.

- Ensure the service is cost-effective.

- To actively use information to understand outcomes for the people we support, variations in services and challenge why we do things. To embrace change with an open mind set and implement new ways of working.

- Support the Registered Manager to maintain business continuity plans and activate if necessary.

- To oversee the security and safety of the service.

- Reporting any safeguarding issues and deprivation of liberty safeguards that arise, in line with the policy and notifying the regulator in line with current regulations.

- Support admissions and discharges in line with procedure's.

- To follow and support the medication policy to ensure the safe administration of medication.

- To ensure risk assessments are maintained, reviewed and audits are completed and accurately recorded.

- To attend regular one to one meetings, team meetings and training courses. Ensure mandatory training is in date, at all times.

- To travel across a wide geographical area in a timely and flexible manner, in order to attend training courses.

- Complete identified audits provided by the deputy managers and registered managers and provide outcomes and actions.

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

Kent County Council
Person Specification: *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	• Diploma level 3 in Adult Care or equivalent
EXPERIENCE	• Experience of working with older adults who have care and support needs • Experience of working with older people in a residential setting • Experience of managing a small team
SKILLS AND ABILITIES	• Leadership abilities • Effective communication skills including verbal and written, and the ability to using a variety of tools with older adults, colleagues and professionals. • Ability to prioritise and to work effectively on own initiative as well as within in team. • Computer literate – able to use basic IT programs including Microsoft Outlook and Microsoft Word. • Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.
KNOWLEDGE	• A knowledge and understanding of the needs, management and planning for the service. • Leading and supporting staff • An understanding of the Care Quality Commission and how this underpins service delivery.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent

	Empowering - Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making