# Job description

**Job Title:** Team Leader

**Location:** Breakaway, Slough

**Responsible To:** Unit Manager

**Salary:** £34,063 - £38,375 (including local weighting)

If you’re looking for a challenging yet rewarding role, one where you’ll be supported every step of the way, Slough Children First could be the place for you.

Our latest focused Ofsted inspection visit was a positive demonstration of the progress we have made over the years and the improved service we offer children, young people and families in Slough. We don’t want to stop there. We know there are further improvements to be made which is why we’re looking to recruit the best people to help us achieve them.

Are you passionate about making a positive and lasting difference to children and young people? If you like to think outside the box and work in an agile way, then these are the qualities that make Slough Children First an employer of choice.

If you’re looking for a new challenge and want to be part of an exciting time for children’s services in Slough then come and join us.

Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it's the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees. We're also one of the most accessible places to be, nestled on the corner of the M25, M4 and M40, and less than 20 minutes by train to Central London.

To apply for this role, visit: [Careers | Slough Childrens First (postingpanda.uk)](https://sloughchildrensfirst.postingpanda.uk/)

# Purpose

The Team Leader will be responsible for the supervision of a team of staff to ensure that young people receive a complete person-centered care service in a residential setting. As an excellent role model, you will lead, delegate, supervise and assess the residential childcare officers’ practice. Due to the nature of the role, there is an expectation that you will provide direct high-quality care and support to young people and work a shift pattern that includes evenings and weekends.

# Main Accountabilities

* To attend all training as required and contribute in a positive manner
* Have an up-to-date working knowledge of the relevant SCF policies and ensure you and your team are aware of their contents
* Oversee the physical resources of the home in-line with legal, inspection & registration guidelines/requirements whilst leading the staff team on shift
* Ensure all children are equally entitled to have their needs met in a fair and balanced way
* To be responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age gender, sexual orientation, or any other perceived difference
* Ensure each member of staff is aware of each child’s care plan and their responsibilities for its implementation
* Under the guidance and facilitation of the manager, set in place procedures within current government regulations and organisation policies/procedures
* Ensure all unit staff have a good knowledge and understanding of legal and registration requirements and are working to ensure all National Care Standards are met to an exceptional level
* Monitor and review effective procedures to manage all Health & Safety requirements of the home in-line with legal requirements
* To be responsible for ensuring all correct procedures are followed while leading the staff team on shift
* To be responsible for the co-ordination and the correct recording of all financial expenditure while leading the staff team on a shift
* To be responsible for the management of the shift and deputise in the absence of the manager as and when required
* Under the guidance and facilitation of the manager, monitor and evaluate clear child protection procedures within the home, in line with the Protection of Children Act and Company policies
* Under the guidance of the manager, instruct and guide staff through clearly laid out procedures to exercise responsibility over the children and young people to ensure their health and safety and to facilitate the children’s sense of responsibility and morals
* Liaise with social workers, schools, therapists and other professionals as required in order to represent the child’s needs or wishes if they are unable to do so themselves. To advise and facilitate them in raising wishes or complaints with the appropriate people, either personally or through delegated members of your staff team
* To facilitate meetings on behalf of the manager as needed and required
* Under the guidance of the manager, complete or direct the compilation of any necessary reports for court, reviews, or planning meetings etc. By liaising with the staff team, organise/direct/facilitate the carrying out of those plans within the care environment
* Under the guidance of the manager, take part in recruitment, selection and retention procedures as required and directed
* Under the guidance of the manager, establish, monitor, and review positive equal opportunity and diversity practices
* Under the guidance of the manager, monitor and evaluate high standards in meeting human resources requirements
* Under the guidance of the manager, establish, monitor and review procedures which include service users in provision planning and service development
* Under the guidance of the manager, take part in monitoring and evaluating effective supervision and appraisal systems which identify and acknowledge both poor performance and good practice. Identify and set in place procedures to meet the developmental needs of all staff
* Under the guidance of the manager, take part in compilation of all staff rosters as required and directed
* To facilitate good practice in team management and team building, incorporating appropriate meeting and training sessions in the weekly roster
* To assist the manager in compiling a company training and development plan, and individual staff development plans/goals which are reviewed and updated on a regular basis in line with changing needs
* To give feedback to the manager on any changing needs and developments
* Under the guidance of the manager, facilitate, monitor and review effective record keeping and information gathering procedures, in line with legal and organisation requirements and policies
* To be responsible for ensuring all correct emergency procedures are followed while leading the staff team on shift
* To be responsible for ensuring all correct procedures are carried out in caring for children and young people when they are ill, including the administration of medicines, treatments, etc. under the guidance of the child’s doctor, and within the organisation’s policy and legal requirements
* To facilitate the children’s leisure activities, through the staff team. This will include organising and going away on holiday/trips with the children
* To take an active part in the management team, contributing to management planning meetings and feeding back relevant developments and occurrences to the manager in order to aid the smooth running of the home
* To support the manager in carrying through plans and decisions made by the directors and management team

# Person specification

|  |  |
| --- | --- |
| **Education, Training & Experience** | **Essential / Desirable** |
| Experience of working with children with challenging behaviour in a residential or group work settingExperience of diffusing conflict and de-escalating situationsExperience of facilitating, organising and directing and developing teamsExperience of using childcare standards and best practice model to guide decision makingExperience of translating policy into practiceAwareness of group dynamics in residential settingsExperience of leading or managing a teamEducation to GCSE level or equivalentHold a child related/social care qualification/certificate in Children and Young People’s Workforce Diploma Level 3 with Social Care Pathway or the equivalentExperience of working with children who have experienced loss or traumaHold a certificate in/or willing to undertake Management and Leadership Level 5 or equivalentTraining in direct work or group work  | EEEEEEEEEDDD |

|  |  |
| --- | --- |
| **General & Specific Knowledge** | **Essential / Desirable** |
| Knowledge of equal opportunities & diversity modelsAbility to organise, plan and take responsibilityEnthusiasm and commitment to the children’s protection and developmentGood organisational and time management skillsProfessional assertivenessTolerance and resilienceVision, creativity and innovationA good standard of written English and an ability to write reportsUp to date knowledge of Childcare & Child Protection LawsBasic knowledge of IT | EEEEEEEEDD |

# Our Values

## Child-focussed

Committed to outcomes for children and their families which ensure they are safe, secure and successful; putting the voice of the child at the heart of everything we do and delivering customer driven services, in collaboration with our colleagues and partners; working to improve lives and ensure effective safeguarding; offering the right support needed; working efficiently, so resources can be maximised for our children, young people and families; ensuring clear and appropriate communication.

## Honest and respectful

Being honest and respectful, as part of an inclusive culture where our communication is always professional; where everyone counts and knowledge of families and individuals, including cultural identity, along with their feedback and opinions are respected and recognised; a working environment where disrespectful and unprofessional behaviour is challenged; transparency and accountability in all decision-making.

## Improving constantly

Aspiring to achieve our vision through our everyday work, strong leadership and management; working to develop as an organisation and as individuals; a learning culture which reviews best practice, learns from mistakes and ensures customers have suitable opportunities to feed back and uses all available insight to measure progress and implement change; working flexibly to deliver the best value-for-money services.

## Looking ahead

Moving in the same direction with an ambition to provide excellent services, based on insight and smart working, while keeping the voice of the child at the heart of the organisation; benchmarking, horizon-scanning and anticipating challenges; working to identify opportunities to be cost-effective and future proof our organisation; identifying challenges and working towards solutions.

## Delivering together

Working as one organisation through solid teamwork to deliver the best services for children and young people; taking ownership and responsibility to ensure individuals, teams and the wider organisation delivers on aims; building strong relationships with all our customers to secure the best outcomes to make our children safe, secure and successful; connecting with other teams and partners to enhance services and improve efficiency.

# What our existing team love about Slough Children First

****

“This is an exciting place to work. We continue to learn and grow and our accessible senior management team massively helps this process.”

****

“It feels like ‘home’ - support, supervision, access to training and career progression are second to none.”

****

“I continue to be excited about our improvement plans and working for an organisation where good outcomes for children are our focus.”

****

“The innovative changes taking place in Slough are redefining and redesigning the services offered to children and young people.”

# Why we think you’ll love working for us

Slough Children First is an exciting place to be. We’re on a journey to improve services to vulnerable children and their families in Slough and we’re making great progress. We want to be the best and we’re looking for people with the skills, drive, energy and ambition to help us get there!

Here are some of the reasons our existing staff love working here:

* Market supplement of up to £5,600 for frontline social workers, depending on role
* Retention reward of £1,000 after 18 months for frontline social workers
* Relocation packages
* Manageable caseloads
* Clear career pathways
* Excellent training and development opportunities
* Tusker personal car lease scheme
* Access to the Blue Light card offering discounts at hundreds of high street and online stores
* New social work operating model
* Use of electric pool cars and bikes
* Staff recognition
* Flexible working
* Agile working supported by technology
* Friendly working environment and great colleagues
* Less than 20 minutes by train to Central London
* Terrific central location (close to M4, M40 and M25)

On top of all that, Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it’s the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees.

If you’re looking for a new challenge and want to be part of an exciting journey to turn children’s services around in Slough then come and join us.

# Safeguarding

Slough Children First works within the statutory guidance, Working Together to Safeguard Children 2018, and all our policies and procedures can be viewed at:

https://www.proceduresonline.com/berks/slough/index.html

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child’s welfare. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child’s welfare.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

We actively support the Government’s Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Sandra Davies, Head of Quality Assurance and Safeguarding.