

Job Description

Job Title: Team Leader
Base: See contract
Hours: see contract
Salary: Team Leader 18-20

Responsible To: Regional Manager

Purpose of Job

- ❖ To provide leadership and direction to your team, with the emphasis being on delivering flexible and responsive person centred support.
- ❖ To create a culture where the individuals we support influence how we provide services, and where the staff feel that their contribution makes a difference, are clear about their role, are thoughtful about their practice and take personal responsibility for making things happen.
- ❖ To manage the continuous professional development of all members of your team in meeting individual needs and in maintaining quality.

Responsibilities

People We Support:

- i. To promote really listening to people we support, understanding their aspirations, dreams and needs, and ensuring that services are influenced by what you hear.
- ii. To ensure we plan with and for individuals in creative ways that involve individuals, families, staff and other relevant parties in delivering flexible support which promotes independence, and where regular reviews of support offered takes place.
- iii. To promote the rights, equality, and diversity of the individuals we support

Staff and Staff Development:

- i. To act as a role model to ensure that team members are person centred and that all their practice is geared towards people gaining maximum control over their lives.
- ii. To provide job consultation and an annual appraisal to Support Workers,
- iii. To identify gaps in development and provide suitable opportunities, including training, that stretch support workers to perform at maximum capacity
- iv. To create a learning culture where staff have time to reflect on practice and on what makes a difference to the people Cymryd Rhan supports
- v. To create opportunities for staff to stand out and excel
- vi. To contribute to the recruitment and selection of staff, ensuring the service is always adequately resourced.
- vii. To take responsibility in ensuring staff carry out their roles according to the guidelines and procedures of Cymryd Rhan

Team Leader

Cymryd Rhan

Partnership Working:

- i. To meet with and promote the involvement of the families and friends of the people we support, recognising the importance of relationships, and building strong, respectful partnerships.
- ii. To work in partnership with other professionals and stakeholders in assisting people to have control over their lives, and live the life of their choice.

Communication:

- i. To ensure all aspects involved in providing support to individuals are co-ordinated and that there is good communication and liaison within the company and with outside agencies.

Financial:

- i. To take overall responsibility for managing the staffing hours for your team ensuring that staff are provided to meet the needs of the individuals you support
- ii. To ensure (where relevant) that items purchased and interior decoration for communal areas of shared tenancies is chosen with the full involvement of the people you support

Company:

- i. To carry out risk assessments and manage health and safety as required.
- ii. To contribute, through the area Management Team, to the overall management and development of Cymryd Rhan
- iii. To work flexible hours that reflect the twenty four hour a day, seven days a week nature of the service we provide. To contribute to the delivery of a duty system. To provide hands on support to individuals as required
- iv. Any other duties as appropriate.