

# East Park

## Job Description

<b>Job Title:</b>	Deputy Team Leader
<b>Responsible to:</b>	Team Leader
<b>Responsible for:</b>	Support Workers
<b>Working Environment:</b>	Internal / External
<b>External Contacts:</b>	Various
<b>Date of Last Review:</b>	May 2019

### JOB PURPOSE

The Deputy Team Leader will support the Service Co-ordinator / Team Leader in all aspects of the management of the residence and the management of the care and support of the resident young people and will deputise in the Service Co-ordinator / Team Leader's absence. In line with the values of Getting it Right For Every Child (GIRFEC) and Curriculum for Excellence (CfE), the Deputy Team Leader will work collaboratively with others, as a member of the team around the child, to promote the well-being of children and young people and to ensure that, for all resident young people, East Park is a safe, nurturing and valuing environment in which to grow and learn

### KEY RESPONSIBILITIES

The main responsibilities of the Depute Team Leader are to:

- Children/Young People
- Parents and Families
- Colleagues
- The Organisation
- Statutory Requirements
- Professional Responsibilities

### CHILDREN AND YOUNG PEOPLE

- Accept delegated responsibility for the management of the care and support of the resident young people in the absence of the Service Co-ordinator / Team Leader
- Ensure that high standards of care are maintained and that a good quality of life for the children/young people is provided
- Promote within the staff team a commitment to the values of GIRFEC in ensuring that children are safe, healthy, achieving, nurtured, respected, responsible and included
- Ensure thorough consultation with children, families and carers and key professionals with regard to all decisions and choices relating to the young person's life
- Seek feedback from young people regarding their views and perception of the service
- Develop and maintain a welcoming, caring and safe living environment for children and young people
- Manage the care of all the children/young people and ensure that it is provided in a flexible and child-centred way
- Use a risk management approach to keeping children and young people safe and secure in all aspects of their care
- For children/young people who need support with their behaviour, ensure that this complies with the child's individual agreed Behaviour Support Plan, East Park Behaviour Support Policy, East Park Physical Intervention Policy and required reporting procedures
- Organise the management of 24-hour care for all children/young people within the house
- Work collaboratively with both internal and external colleagues as part of the multi-disciplinary team around the child

- In collaboration with education colleagues, support young people's learning through the 24 hour curriculum with a focus on the development of transferrable skills for all young people
- Act as Key Worker for individual young people as delegated by the Service Co-ordinator / Team Leader
- Monitor and oversee the compilation of the Personal Support Plans by Key Workers and ensure the effective implementation of the Care Planning System through the multi-disciplinary process
- Ensure that all appointments (including medical, dental and optical) are made and kept
- Support the physical, emotional, and social development of each child/young person
- Help the child/young person develop and use personal strengths
- Ensure that the whole staff team develops positive working relationships with all relevant agencies that have a role in the care, education and health of the child/young person
- Ensure the specific needs of children and young people with autism are met within the context of an autism friendly environment
- Prepare and present reports at various reviews and meetings including social work reviews, multi-disciplinary and behaviour support meetings
- Ensure that all records and reports conform to East Park policy and guidelines
- Ensure appropriate maintenance, confidentiality and storage of documents
- Arrange for children/young people to have an advocate to act on their behalf and represent their wishes
- Ensure that children's rights are upheld and that there is a strong awareness of safeguarding issues and any form of suspected abuse is reported
- Encourage the use of community and public facilities and resources and facilitate and promote full community participation

## **PARENTS AND FAMILIES**

- Work in partnership with parents and significant family members, sharing information, knowledge and skills especially in relation to care plans and behavioural strategies
- Encourage and facilitate good relationships between the child/young person and their family and social network to maximise opportunities for continued involvement
- Establish and maintain good working relationships with parents and other family members and if necessary act as a link between them and other agencies
- Ensure communication with parents meets agreed contact arrangements especially in relation to emergencies or incidents
- Participate in parents meetings and internal care plan reviews with parents and key professionals

## **COLLEAGUES**

- Lead by example within the staff team in setting standards for working practices in line with SSSC Codes of Practice in order to maintain Care Inspectorate standards to a high degree
- With the Service Co-ordinator / Team Leader, review staffing requirements to meet the children/young people's health, safety, physical, social and behavioural needs
- Utilise staff and other resources in the most cost-effective way possible
- Identify staff training needs and ensure they are addressed
- Organise and lead Team Meetings or other meetings as delegated by the Service Co-ordinator / Team Leader
- Delegate tasks and responsibilities to support workers according to their level of skill, experience and qualifications to further develop their competencies and effectiveness
- Ensure that staff understand their responsibilities and are familiar with procedures in the event of emergencies or unusual or unexpected occurrences
- Support new staff through their induction programme
- Support students on placement

- Provide support and supervision to support workers as delegated by the Service Co-ordinator / Team Leader. Maintain up to date records of this
- Ensure competencies to do the job effectively are maintained
- Participate in the preparation and delivery of in-service training as delegated by the Service Co-ordinator / Team Leader
- As an SVQ Assessor, act as an internal assessor for colleagues undertaking SVQ qualifications
- Assist in the monitoring and supporting of colleagues progress and adherence with East Park's Training Schedule in particular mandatory training

## **ORGANISATION**

Support the Service Co-ordinator / Team Leader to:

- Maintain quality standards of care as set out by the Care Inspectorate and in accordance with SSSC Codes of Practice
- Implement attendance management strategies and procedures in line with the Sickness and Absence policy
- Manage staff resources, especially staff rota, annual leave and replacements for absences and remain within the identified budget
- Manage physical resources including equipment, furniture and soft furnishings, ensure they are used appropriately and maintained in good condition, reporting damaged and broken items to the appropriate person
- Manage the household budget
- Maintain a safe environment for the children/young people, staff and visitors
- Ensure that the objectives of the service are achieved, reviewed and evaluated
- Fully implement and adhere to East Park's policies and procedures
- Carry out regular weekly checks of documentation
- Carry out regular house audits of operational structures and processes
- Ensure the weekly medication order and process is completed
- Promote East Park's Organisational Aims and Objectives

## **And:**

- Participate in the internal On-Call system
- Carry out other duties as reasonably required by the Service Co-ordinator / Team Leader, the Care Services Manager or Head of Care Services
- Ensure adherence to fire regulations and to standards of health and safety at work
- Participate in meetings, working parties and committees established to develop or review policies, procedures or initiatives to improve service delivery (e.g. Autism Accreditation, CALM, health issues, training issues)
- Comply with and participate in appropriate human resource procedures and systems e.g. absence management, grievance and disciplinary issues
- Maintain full confidentiality in relation to colleagues and young people
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park
- Ensure personal compliance and adherence to East Park's Training Schedule in particular mandatory training
- Participate in organisational special events e.g. open days, East Park School events etc

## **MEETING STATUTORY REQUIREMENTS**

- Keep appropriate records as required by East Park policy, local authority/social work services contractual arrangements, health and safety regulations and guidelines and Care Inspectorate requirements and guidelines

- Keep personal knowledge and skills up to date relating to current changes in legislation and work practices
- Maintain standards as defined by the Care Inspectorate, Education Scotland, local authority/social work services contractual agreements, Scottish Social Services Council, National Autistic Society and CALM Training Services
- Adhere to Health & Safety legislation by taking a risk management approach to identifying hazards and reducing risks

### **PROFESSIONAL RESPONSIBILITIES**

- Keep personal knowledge and skills up to date
- Maintain registration with appropriate professional body and adhere to codes of practice and statutory obligations (e.g. SSSC, NMC, CALM)
- Provide mentorship to students undergoing relevant training
- Provide a professional service appropriate to qualifications, experience and skills

### **GENERAL RESPONSIBILITIES**

- Any other duties as directed by the Team Leader or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

# East Park Person Specification

**JOB TITLE:** Deputy Team Leader

KEY FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Social Care or Nursing qualifications acceptable to SSSC i.e. equivalent to SVQ4 (or willingness to work towards this)</li> <li>• Ongoing registration with appropriate body (SSSC, NMC)</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in a relevant subject matter e.g. Social Science/Social Care, Nursing, Education</li> <li>• L&amp;D9Di / L&amp;D11 Award (or willingness to work towards this)</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a residential care or residential school setting</li> <li>• Experience of working with people with learning disabilities, challenging behaviour and autism</li> </ul>	<ul style="list-style-type: none"> <li>• Support and supervision of staff in health or social care settings</li> <li>• Motivating and developing individuals and teams</li> <li>• Experience of working with people with physical disabilities and complex health needs</li> <li>• Experience in education and/or care working environments</li> <li>• Experience of working in a charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An awareness of children's rights</li> <li>• An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education</li> <li>• Knowledge of current child care and child protection legislation and practice</li> </ul>	
<b>Expertise &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels</li> <li>• Support and supervision of staff</li> <li>• Staff training</li> <li>• Behaviour Support</li> <li>• Physical Interventions</li> <li>• Ability to plan, take initiative and follow through on tasks</li> <li>• Ability to work independently without close day to day supervision</li> <li>• Reflective practitioner</li> <li>• Understanding and commitment to GIRFEC and CfE</li> </ul>	<ul style="list-style-type: none"> <li>• Articulate with excellent oral and written language skills</li> <li>• Policy development and implementation</li> <li>• Activity schedules</li> <li>• Specialist skills e.g. CALM, Autism, and augmentative communication methods</li> <li>• Understand and reflect on daily practice and outcomes focused approach to working with children and young people</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-reliant, able to work as part of a team to lead and motivate others</li> <li>• Team player</li> <li>• Evidence of leadership qualities</li> <li>• Ability to motivate others</li> <li>• Good time management</li> <li>• Demonstrates an understanding of and commitment to equality, diversity and inclusion</li> <li>• Responds positively to change</li> <li>• Willing to take on delegated tasks with confidence</li> <li>• Able to sustain energetic and enthusiastic participation</li> </ul>	<ul style="list-style-type: none"> <li>• Conscientious in attention and application to detail</li> <li>• A commitment to post registration training and learning (CPD)</li> <li>• Ability to deal with conflict sensitively and effectively</li> <li>• Supports staff to achieve their best potential and promotes innovative working</li> <li>• Engages honestly with staff teams A genuine commitment to equality and diversity</li> <li>• Willingness to undertake any necessary training to update skills as and when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Computer skills</li> <li>• Flexibility towards shift work and hours including night duty</li> <li>• Flexibility in work settings – may be required to visit any East park site</li> <li>• Commitment to continuous improvement and continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence</li> </ul>