

Vacancy Information

POST TITLE: Team Lead
DEPARTMENT: Children's and Adults Service
SERVICE: Adults Social Care: Orient Street
GRADE: 9
RESPONSIBLE TO: Manager/Deputy Manager

Job Summary

Orient Street Residential Respite Unit supports which supports children, young people and adults with learning disabilities and autism (and associated physical disabilities). Incorporating:

- (1) 5 beds for adults (Registered with the Care Quality Commission); and
- (2) 5 beds for Children (Registered with Ofsted)

The Team Leader/coordinator will provide a safe, caring and stimulating environment, promoting the well being of clients' whilst maximising their opportunities to engage in household and community life.

The post holder will lead in the co-ordination of the care staff during a shift in providing services which can respond flexibly to the needs of the clients.

The post holder will be expected to be part of 7-day week rota and work shifts typically 07:00-15:00 and 14:00 to 22:00 with some sleep in duties. This role will include working bank holidays and religious festival days. Rest days are incorporated into your rota on a set pattern.

Special Conditions of Employment

Due to the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the rehabilitation of Offenders Act (exemptions) order 1975, as amended, pursuant to section 4 (4) of the rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post holder is required to work shifts as part of a 7 day rota which includes bank holidays and religious festival days. Shift times are typically 07:00 – 15:00 and 14:00 – 22:00.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Person Specification

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Use the application form to describe how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

Criteria tested initially at short listing stage.

E = Essential, or D = Desirable.

<p>Knowledge</p> <ol style="list-style-type: none"> 1. QCF level three qualification or equivalent qualification 2. Knowledge and understanding of child development and understanding of the needs of children and young people with learning disabilities, autism and challenging behaviour 3. Knowledge of legislation and statutory guidance in relation to adult and children's homes, safeguarding practice, mental capacity and deprivation of liberty legislation and best practice 	<p>E</p> <p>E</p> <p>E</p>
<p><u>Experience</u></p> <ol style="list-style-type: none"> 4. Experience of working with children, young people and adults with learning difficulties within a 	<p>E</p>

residential environment	
5. Experience with providing personal care for people with learning disabilities in a supervised professional setting, including managing challenging behaviour	E
6. Experience of Safeguarding and Child Protection	E

The following criteria will be tested at later stages of recruitment.

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”.

Each of the criteria is noted as either E = Essential, or D = Desirable.

Knowledge	
7. Knowledge of on call procedures and regulatory requirements for reporting and escalating issues or concerns.	E
8. Demonstrate a general understanding of and commitment to the Councils Equality and Diversity Policy	E
Experience	
9. Experience of successful working in an integrated manner, including team working and partnership to achieve positive outcomes for children, young people and adults	E
10. Experience of managing and supervising staff, including setting objectives, performance monitoring, providing coaching and training	E
11. Knowledge and experience around setting targets/ goals and measuring achievements and promoting a wide range of activities for all client groups	E
12. Experience of managing and supervising staff, including setting objectives, performance	E

monitoring	
13.To have assisted in the implementation of a programme of activities designed to help the resident learn a new skill or develop an already acquired interest or activity	E
Aptitudes, skills and competencies	
14.Good interpersonal skills and the ability to work effectively as part of a team	E
15.Ability to organise and prioritise own and other's work responding to changing priorities and deadlines	E
16.Ability to communicate effectively and clearly in writing, verbally and through reports. This includes the ability to produce and read quality care plans, and complete daily records	E
17.Computer literacy skills at a level to maintain case records within information management systems	E
18.Ability to fulfil the role of key worker, to advocate on behalf of residents and promote their independence	E
19.Commitment and ability to work in accordance with the organisations policies and procedures.	E

Special Conditions of Recruitment

A satisfactory Disclosure and Barring Service (DBS) check at an enhanced level is required.

The post holder will be required to work outside of normal working hours.