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**Team Leader**

**Reference: 79555**

**Worcestershire Community Outreach – Bromsgrove**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Closing Date: 12 February 2025**

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**

**All candidates are subjected to enhanced DBS checks.**



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## **JOB DESCRIPTION –TEAM LEADER**

### **Worcestershire Community Outreach**

**Hours:** 37.5 hours per week to be worked flexibly including evenings, weekends, sleep-ins and bank holidays according to the needs of the service.

**Accountable to:** Senior Service Manager

#### **The Service:**

In our supported living and outreach services, individuals with a learning disability and autism are supported within their own homes to live as independently and as safely as possible. We are pleased to be able to welcome an additional Team Leader to oversee to support with existing services within Bromsgrove and Worcestershire but to also support in the development of new services across the Worcestershire area.

We provide a wide range of support within these services including one to one assistance to achieve SMART goals, accessing social activities and community resources, personal care, maximising independence, daily living tasks, medication and going on holiday.

#### **The Role:**

- To be responsible for the management of both existing and the development of outreach services within Worcestershire
- To develop and co-ordinate a flexible, high quality service for adults with a learning disability, autism, mental health and physical disabilities.
- To supervise and manage a team of staff providing person centred support. To enable the service users to maintain their independence, experience improved wellbeing, and enjoy opportunities for personal development. To ensure that all staff work in a positive, person-centred and non-discriminatory manner, ensuring that the rights of service users are respected at all times.
- To ensure that the service is provided in accordance with the service specification and contract, and to comply with all monitoring and evaluation requirements. To demonstrate the quality and effectiveness of the service through acquiring feedback from service users and stakeholders, and collating positive outcomes.
- To ensure the services are of high quality and compliant with CQC regulations.

#### **Staff Management**

1. To lead and manage staff so as to ensure that the highest levels of performance and standards of work are achieved.
2. To co-ordinate and deploy staff resources as efficiently as possible in relation to the needs of clients and the requirements of the services.
3. To generate and maintain a customer focused ethos at all times and to ensure excellent working relationships with other professionals.
4. To ensure that all staff receive personal support, supervision and appraisal. To take appropriate supportive and corrective action to ensure that performance difficulties are addressed effectively.
5. To ensure that staff training and development needs are identified and met. To participate in the planning and delivery of staff training and development activities.

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6. To ensure that staff understand and are committed to the values and objectives of the service and Creative Support.
7. To organise and chair team meetings.
8. To promote and nurture good practice and to brief staff regarding policy and practice issues.
9. To ensure that staff support service users in ways which are empowering, build confidence and self esteem and maximise independence.
10. To organise and manage the recruitment and selection of staff, under the direction of the Senior Service Manager/Director, ensuring a high level of service user participation in the selection process.
11. To promote commitment to Positive Behaviour Management Guidelines and competence in developing such guidelines in collaboration with service users and the wider Multi Disciplinary Team where appropriate.
12. To work alongside the senior service manager to develop services within the Worcestershire area.

### Care and Support of Service Users

13. To ensure that staff develop and sustain warm and trusting relationships with service users and that staff promote their self esteem, happiness and emotional health.
14. To ensure that staff encourage and support service users in expressing their needs, views and concerns. To enable service users to make choices and decisions and to participate as fully as possible in planning and decision making processes.
15. To ensure that staff respect and promote the rights and entitlements of people with learning disabilities, and to enable them to participate as fully as possible in their communities. To ensure that service users are offered access to sources of independent advocacy and advice.
16. To ensure that the service supports service users in developing socially valued lifestyles which includes a varied range of culturally and age appropriate experiences, building on the strengths, interests and aspirations of the service user. To enable people to access social, leisure, work and educational opportunities and to sustain an active programme of involvement in such activities.
17. To promote a warm and positive approach to the friends and families of service users. To involve families and significant others in the planning of individual support, where this is in accordance with service user preferences.
18. To ensure that service users are enabled to become as independent as possible and to grow in confidence, competence and personal effectiveness. To achieve this through the provision of practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.
19. To coach staff in the use of appropriate strategies and interventions, as specified by the Person Centred Plan, to support people who express their frustrations and needs through challenging behaviour. To act as an appropriate role model with regard to issues around authority, personal conflict and responsibility.

20. To ensure that service users receive all necessary advice, support and regular health checks to maintain their physical and emotional well being. To promote nutrition, relaxation, exercise and a healthy lifestyle.
21. To ensure that medication is administered and recorded as prescribed. To organise safe procedures for the collection, storage and administration of medication within agency guidelines. To report any side effects or failure to take medication to the prescribing doctor.
22. To observe and monitor the service users' emotional and physical well being and to inform relevant staff and agencies of any concerns or significant changes in their needs, behaviour and circumstances.
23. To ensure that emergencies and incidents are responded to promptly and appropriately within agency policy and reporting procedures.
24. To ensure that staff carry out and record all financial transactions involving service users within agency guidelines. To ensure that service users are enabled to be as independent as possible in the management of their personal finances. To ensure that they obtain their full benefit entitlement and are given advice and assistance in connection with budgeting, payment of bills and avoidance of debt.
25. To promote anti discriminatory practice and to ensure that the services are responsive to the specific needs of female service users and clients from ethnic minorities.
26. To ensure that the specific needs of service users who have additional problems, including physical health needs and disabilities, Autistic Spectrum Disorders, communication needs and mental health problems, are fully identified, assessed and fully responded to as appropriate.
26. To ensure that all service users have Individual Support Plans and person centred plans which are regularly reviewed and evaluated. To monitor the content, implementation and effectiveness of plans. To ensure that all service users have a key worker and co worker and to act as the nominated key worker as appropriate.
27. To ensure that service users receive appropriate and adequate care and support to meet their individual needs, drawn from the full range of external services available, as well as from resources available within the project. To ensure that all service users are effectively linked into Care Management mechanisms and have identified statutory Key Workers.

### **Project Management and Administration**

28. To be accountable for the overall quality of the services and to ensure that they conform at all times with the service specification and the quality standards and expectations of Creative Support purchasers and stakeholders.
29. To ensure effective joint working with partner agencies and the achievement of agreed service objectives. To ensure that each agency performs its separate responsibilities and that excellent communications are maintained.
30. To ensure that policies and regulations pertaining to fire, environmental health, lone working, general safety and security are understood and adhered to by all staff, tenants and visitors. To promote a high standard of health and safety awareness. To record and investigate accidents and incidents within the project and to take appropriate follow-up action.
31. To encourage customer feedback and suggestions for improving services and to promote a positive attitude to complaints. To ensure that complaints are fully investigated within the agreed

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procedures of Creative Support and that timely and appropriate action is carried out. To ensure that the individual rights of service users are respected by staff and that service users are offered access to sources of independent advocacy and advice.

32. To maintain effective administrative procedures and financial control systems in liaison with the Senior Service Manager and the Finance Department. To ensure that all matters pertaining to client finances are strictly managed within the parameters of Creative Support's Policy '*Client Financial Procedures*' and to monitor carefully all financial arrangements and transactions.
33. To help develop and participate in monitoring and evaluation procedures. To prepare for and contribute in the formal review of the services at regular intervals. To collect and collate relevant statistical and qualitative information. To develop and participate in the evaluation of outcomes for service users. To ensure that any quality assurance processes are fully implemented.
34. To assist the Senior Service Manager in the management of the service's budget and to liaise with Creative Support's Financial Controller. To ensure that services accounting, petty cash and basic book-keeping procedures are maintained to the required standards.
35. To ensure that office accommodation and the general working environment is kept to a high standard and that all areas are attractive, clean and well maintained.
36. To be involved in referrals and assessments to develop services within the Worcestershire area

#### Joint Working

37. To establish and maintain good working relationships with all professionals and services in the relevant area.
38. To contribute towards effective joint working by maintaining high standards of liaison and communication and by participating in inter agency forums.
39. To facilitate the involvement of service users, support workers and representatives in the management and development of the service.
40. To promote Creative Support, its services and activities to service users, carers, other agencies and the general public.

#### Other

41. To provide regular verbal and written reports to line manager.
42. To accept regular support and supervision from line manager.
43. To carry out all work in a manner consistent with the aims of the project and the service principles of Creative Support.
44. To comply with and to implement the Equal Opportunities Policy of Creative Support.
45. To maintain confidentiality at all times, in accordance with the agreed policy.
46. To identify own training needs in discussion with line manager and to attend training events and courses as required.
47. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.

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- 48. The role will require the manager to work on rota across services and to work with the Registered Manager to ensure services are CQC compliant.
- 49. All employees should be aware that due to the nature of work Creative Support undertakes there is a requirement to support service users with daily living skills and individual activities which will include moving and handling and involve supporting people with personal care needs.
- 50. In accordance with the Health and Social Care Act 2008, to actively participate in the prevention and control of infection within the capacity of the role.
- 51. To provide respectful personal care in accordance with the needs, wishes and preferred routines outlined in the individual's personal support plans. Some individuals will require support with their physical/mobility disabilities and may require support in wheelchairs, using hoists and other appropriate equipment to meet personal needs.
- 52. Any other duties as required.
- 52. To participate on the local on call rota and duty management rota at the registered office.

**PERSON SPECIFICATION –TEAM LEADER**

**Birmingham Community Services**

	<b>QUALITIES REQUIRED</b>	<b>How Assessed</b>	<b>Essential/ Desirable</b>
1	Ability to engage positively with service users and their families and to develop and sustain warm and trusting relationships	Interview	Essential
2	Ability to demonstrate initiative, self-motivation and resourcefulness	Interview	Essential
3	Relevant experience of supporting people who have learning disabilities	Interview	Essential
4	Experience of staff supervision recruitment and management	Application & Interview	Essential
5	Familiarity with current national policy and good practice in the provision of support and support services.	Application & Interview	Essential
6	Excellent written and verbal communication skills and the ability to listen sensitively to others	Application & Interview	Essential
7	Ability to liaise in a professional manner with other agencies and to work in a positive way with the families and friends of service users	Interview	Essential
8	A non-judgemental, accepting approach to working with people who may be challenging	Interview	Essential
9	Knowledge of helpful approaches and strategies to support people with learning disabilities and autism	Application & Interview	Essential
10	Ability to use a range of communication approaches (e.g. Makaton)	Application & Interview	Desirable
11	Ability to carry out holistic assessments of individual support and support needs, including risk assessment	Interview	Essential
12	Ability to devise effective individual care plans, risk management plans and protocols for managing challenging behaviour	Interview	Essential
13	Understanding the person-centred aims and principles of Creative Support and the ability to put them into practice	Application & Interview	Essential
14	A high level of customer focus and the ability to lead/manage a team to provide excellent customer service	Interview	Essential
15	Experience of consulting with service users and responding to their views in service development and delivery	Interview	Essential
16	Experience of evaluating, monitoring and reviewing services	Interview	Desirable
17	At least one years' experience of supervising staff or managing services for people with learning disabilities	Application & Interview	Essential
18	A relevant professional qualification such as NVQ/H&SC Diploma Level 4/5.	Application & Interview	Essential
19	Degree level academic qualifications /management qualifications	Application Form	Desirable
20	Willingness to work flexible hours according to needs of the agency and service users	Interview	Essential
21	Willingness to attend training courses and events	Interview	Essential
22	Willing to accept feedback and guidance and to be accountable to colleagues and managers	Interview	Essential

## TERMS AND CONDITIONS –TEAM LEADER

### Birmingham Supported Living – Northfield and Hockley

#### Pay Structure:

Up to £13.40 per hour based on experience and qualifications

Point 1	£13.15
Point 2	£13.40

*Please note: Our pay date is the 15<sup>th</sup> of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on the month.*

#### 1. Hours of Work:

Full time hours: 37.5 hours per week. Hours to be worked flexibly on a rota which will include evenings, weekends and bank holidays according to the needs of the service.

#### 2. On-Call Rota:

Senior staff will be required to participate in an on-call rota for which appropriate payments will be made.

#### 3. Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

#### 4. Bonus:

Employees will be awarded a one off bonus payment of £100 (pro-rata for employees who are contracted to work less than 18.5 hours per week) once they have successfully completed their probationary period, which is subject to the following:

- Attendance is satisfactory
- End Probationary Review is satisfactory
- Induction Checklist is complete
- Line Managers recommendation

#### 5. NVQ Assessor/Practice Teacher:

All senior staff are expected to train as NVQ assessors and/or practice teachers and to contribute to the training and development of junior staff and students.

#### 6. DBS Checks:

Employment will be subject to enhanced Disclosure and Barring Service checks and ISA checks.

#### 7. Probationary Period:

The first four months will constitute a probationary period. Your performance during probationary period will be assessed against the job description, person specification and competency framework of this role. After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of your end of probationary review paperwork.

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## 8. Holidays:

25 days plus 8 statutory days pro rata.

## 9. Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 15 hours per week.

## 10. Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support does not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to eighteen months service - Up to a maximum of four weeks at full pay.
- Twenty Four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Part time employees will receive Company Sick Pay benefits as detailed above but pro rata to actual hours worked each week. Company Sick Pay benefits may be withdrawn or temporarily suspended where performance or attendance is unsatisfactory.

## 11. Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

## 12. Life Assurance:

All staff under Creative Support contract are entitled to free life assurance. This is a valuable benefit which provides a lump sum equal to two times annual salary. There are some exemptions to this cover so please ask for further details on commencing employment.

## 13. Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carers leave up to 5 days per annum

## 14. Employee Counselling Service:

All staff, their partners and members of their household have access to an independent confidential, 24 hour telephone counselling service and to legal and financial advice. In addition, up to 6 sessions of face to face counselling can be obtained. This service is delivered by professionally qualified and supervised counsellors and is provided free of charge.

## 15. Hospital Saturday Fund:

All employees have access to a special scheme which enables membership of the Hospital Saturday Fund on preferential rates. There is a choice of packages offering different levels of service. Membership is entirely voluntary.

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**16. Staff Benefits Scheme:**

As a member of staff for Creative Support you will be entitled to access a range of on-line benefits for various activities and high street stores. Benefits include discounted prices and two for one offers at Theme Parks, Shops, Restaurants and various on-line stores.

**Networks:**

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

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