Post:	Care Team Leader
Salary band:	.21 to .25, £34,237 to £37,563 for 39hr week or £36,971 to £40,452 for 42hr week
Accountable to:	Deputy Manager
Responsible for:	A Care Team with Designated Members
Provision:	Therapeutic home for girls & boys aged 6 to 12

About Appletree Treatment Centre

Appletree Treatment Centre (ATC) opened in 1995 with a mission to help support young children who have experienced trauma, and whose lives have been severely disrupted, to grow socially and emotionally and learn to cope with school and everyday life. We help them wherever possible to return to families and day schools before they reach their teenage years. Appletree Treatment Centre (ATC) is well known throughout the sector for providing residential care focused on transitions back to a family setting before the teenage years. Our success rates with primary age children are exceptional, confirming our status as a leading provider of therapeutic care and education.

Main Purpose of Post

To lead a residential care team who ensure the physical, emotional and other daily care needs of children are provided for within a supportive, homely, professional and caring environment.

The Expectation of the Team Leader

- To ensure children's safety and well-being is appropriately protected at all times (including those who may go missing or may be at risk of harm, including exploitation, neglect, abuse, self-harm, bullying and radicalisation)
- To provide high standard help, care and support.
- To actively promote tolerance, equality and diversity, and challenge any discriminatory behaviours
- To be involved in the planning, review and recording of information linked to a particular child or children in a way which will help all those involved with the child to make considered decisions which will contribute to the child's success.
- To bring an energy and positive outlook to the children we look after, in a way which models positive parenting and inspires children.
- To inspire and lead a team of staff to deliver high quality care which will meet the specific needs of the individual children living at the children's home as stated in ATC's statement of purpose
- To manage in a way which will result in positive experiences and progress for the children
- To have a good understanding of the legislation and guidance that applies to children's homes
- To have a good understanding of Ofsted's policies and procedures, including guidance on the children's homes inspection framework

Level of Post

The Care Team Leader is a vitally important role within Appletree Treatment Centre. You will be accountable to Deputy Manager, who in turn reports to the Registered Manager.

Duties and responsibilities

1. To ensure that care is provided within a professional, positive and homely environment which positively integrates race, spirituality, gender, disability and sexual orientation and meets individual needs.

2. To establish positive relationships with the children, assessing needs and working jointly in producing, implementing, delivering and revising individual care plans.

3. To work with children individually and in groups with the aim of building positive relationships, instilling self-confidence, strengthening social skills, understanding and managing personal behaviors and learning new life skills.

4. To organise and participate in activities for the children.

5. To work to provide a positive, welcoming and stimulating environment for the children, including carrying out cleaning, gardening and other domestic duties.

6. To adhere to all reporting and recording procedures and ensure the production of timely reports and correspondence to a professional standard.

7. To communicate effectively with other agencies and professionals, and when requested prepare written reports.

8. To be responsible for dealing with petty cash and other purchasing duties in accordance with established procedures and policies, ensuring that all petty cash dealt with is accurately recorded and reported.

9. To act as an ATC parent to the children, providing guidance and support to the children whilst maintaining professional boundaries at all times.

10. To work as a Child Champion, ensuring sessions are carried out in a timely and appropriate manner.

11. To ensure all duties associated with running a children's home during a shift are completed to a high standard. Such duties include: logbook entries, completing running records, updating weekly planners, fire safety and health and safety checks.[1]

12. Ensuring that all other duties commensurate with running a children's home are completed to a high standard. Such duties include household chores, light gardening duties and food shopping.

13. To be responsible for the management of shifts as required.

14. To ensure necessary liaison and communication takes place within the home and outside with families, other members of the wider ATC Community, schools, other agencies and the local community.

15. To attend, with guidance, court proceedings, child protection conferences and panels and to contribute reports and information as requested.

16. To act immediately upon any suspicion, evidence, allegation or concern in relation to safeguarding in accordance with safeguarding children policies and procedures.

17. To work on designated projects as required and to keep abreast of developments within the profession.

18. To complete mandatory training in a timely manner.

19. To complete accredited qualifications as dictated by regulations.

[1] The Children's Homes (England) Regulations 2015

20. To attend and contribute to regular supervision and annual appraisal.

21. Ensure that safe working practices are employed by all your team members at all times in accordance with the Health and Safety at Work legislation. Co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.

Specific Team Leader Duties

22. To assist the Deputy Manager/Registered Manager in providing operational management of your staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. Ensuring that staffing levels are appropriate to needs of the children. To assist the Deputy Manager/Registered Manager in setting and reviewing targets and objectives for the home in order to ensure that work is focused and has clear direction. To organise, deliver and co-ordinate induction, supervision, appraisal and support of individual staff in your team, as required by Registered Manager

23. To assist the Deputy Manager/Registered Manager in the identification of the training and development needs of individual members of the team. To produce accurate, meaningful and measurable personal development plans for each member of your team.

24. To undertake direct line management responsibilities as assigned by the Deputy Manager/Registered Manager.

25. To provide and collate evidence of children's progression by ensuring monitoring and data sources are recorded in a timely and accurate fashion. To ensure care plans are reviewed amended and implemented in accordance to company policy and procedures.

26. To promote the strengths of Appletree Treatment Centre during regulatory visits.

27. To be creative and contribute to developing quality initiatives.

28. To adopt a positive attitude towards the Team Leader role.

29. To administer medication in accordance to the policies and procedures of the service.

30. To have a practical and working knowledge of the Guide to the Children's Homes Regulations including the quality standards 2015.

31. To assist the Deputy/Registered Manager to manage the budget of the home effectively

Person Specification

Area	***Criteria***	***Assessed****
Experience	1.1 Previous extensive experience of working with children in a residential social care setting	A, I
	1.2 Experience of handling conflict and managing sensitive issues to achieve positive outcomes	A, I
	1.3 Experience of working in accordance with established policies and procedures	A, I
Knowledge	2.1 Knowledge of relevant child care legislation, government guidance and best practice	A, I,

	2.2 Good knowledge of child Safeguarding policies and procedures	A, I,
	2.3 Understanding of child development	A,I
	2.4 Understanding of the complexities of group living	A, I,
	2.5 Understanding of strategies for managing challenging behaviour (including de-escalation)	A, I
Education/ Training / Qualifications	3.1 Level 3 Children and Young People Workforce Diploma or willingness and ability to obtain within 12 months	A, D
	3.2 Good level of numeracy, literacy and IT	T
	3.3 To be willing to complete within the first 6 months in post any training deemed necessary by ATC	A, I, D
Skills & Abilities	4.1 Excellent verbal communication skills on the phone and in person with staff, children, school, statutory agencies, families and wider community	A, I, T
	4.2 Excellent written and IT skills sufficient to complete records, write accurate reports, maintain logs, write correspondence etc	A, T
	4.3 Ability to deal with stressful, difficult and challenging situations appropriately and effectively	A, I
	4.4 Ability to work on own initiative and as part of a team	I
	4.5 Motivation to work with children demonstrating challenging behaviour in a residential setting	I
	4.6 Ability to present as a stable and consistent role model for young people and other staff	I, T
	4.7 Ability to engage with and motivate children on a group and individual basis	I, T
	4.8 Ability to contribute effectively to the production, recording, implementation, evaluation and review of assessment plans	A, I, T
	4.9 Ability to demonstrate good parenting skills and maintain appropriate, professional relationships with children	A, I, T
	4.10 Ability to de-escalate situations, manage behaviour and undertake appropriate physical intervention if required.	A, I
Other work related requirements	5.1 Ability to support the therapeutic core values of Appletree Treatment Centre	A
	5.2 Willingness to undergo a satisfactory enhanced DBS check	D
	5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds including those who have experienced an unsettled childhood.	A, I
	5.4 Ability and willingness to work a year round rota system, lone work, and complete sleep-ins.	A, I
	5.5 Ability and willingness to provide cover at other settled ATC homes	I
	5.6 Full driving licence (preferably with no endorsements)	A, I, D

***When Assessed** – (A) on Application form, (I) At Interview,
(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc.

This job description is not intended to be a complete list of duties and responsibilities but indicates some of the main areas attached to the post of Team Leader.

This job description may be amended from time to time, to take account of changing trends in social care relevant legislation, together with Employment Law.

If there is any part of the above job description, which the post holder is unsure of, they must discuss this with their Line Manager at the earliest opportunity.

Everyone within Appletree Treatment Centre has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. We carry out the appropriate vetting and verifications on all staff and this post is subject to an enhanced DBS check. We might conduct an online search as part of due diligence checks in the recruitment process. As this position is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 no convictions or cautions are protected and will not be filtered from an enhanced DBS Certificate. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.