

**Any person applying for a Team Leader position must be 21 years of age or over**

Team Leaders are required to work full time (no less than 32 hours). This will include a mixture of day shifts, evening shifts & working one day at the weekend.

**Responsible to the Registered Manager & Personnel Manager**

**PURPOSE OF THE POSITION**

1. As Team Leader the role is to support both the Registered Manager & Personnel Manager in all aspects of the home's management, including taking complete charge during designated shifts or in the absence of the person in charge.
2. To help train & assess support workers in all aspects of their work in the home.
3. To act with integrity and honesty at all times so as to set a good example.
4. To take responsibility for a designated area of work and to make progress reports back to the Registered Manager.
5. To be responsible for the medication administration on designated shifts.
6. To be fully aware of the Safeguarding Vulnerable Adults procedure.
7. To be an on call person on a rotational basis with the other Team Leaders and Care Coordinators.

**PRINCIPAL RESPONSIBILITIES**

1. To be responsible for the health & safety and fire safety on each shift of everyone on site. To respond to fire alarms as the designated fire warden when in charge.
2. To plan each shift for which they are responsible in respect of staff deployment and allocate according to the staff skill mix.
3. To plan each shift for which they are responsible in respect of resident activities.
4. To give a hand over at the beginning of each shift by receiving information from staff going off duty and passing information to new staff coming on duty.
5. To be responsible for staff welfare and discipline during designated shifts and report any occurrences to the Personnel Manager or Care Coordinator.
6. To help to ensure that all support and domestic staff contribute to the best of their ability to the efficient running of the home and the creation of a good working atmosphere.
7. To be responsible for assessing the day to day medical needs of the residents and securing the appropriate treatment.
8. To be responsible for the administration of both prescriptive and non-prescriptive drugs and to ensure that the relevant records are kept up to date.
9. To assist staff with residents who need help with all aspects of personal care.
10. To assist staff to help residents with mobility problems and other physical disabilities such as incontinence; to help in the use and care of aids and personal equipment.
11. To help support staff in the promotion of social and physical activities of residents through talking to them and sharing in their hobbies and recreations.
12. To monitor the work of support staff in the performance of their designated duties. To check on the quality of their completed tasks. To monitor and record staff absences and establishing the reasons for.
13. To answer emergency bells, the door, telephone, etc. and to greet and sign in visitors to the home.
14. To read and write reports (in English) in relevant records. To undertake investigations if required and complete the resulting incident or accident form as appropriate.
15. To take part in regular staff meetings, training activities and supervisions as directed. To act as a supervisor to front line staff and mentor as and when required by the Personnel Manager.

16. To perform other such reasonable duties as may be required from time to time.