

Job Description

Assistant Team Leader – Child Services

Reports to:	Team Leader
Salary:	£22,087.80 pa On-call allowance of £100 per month + 4 days annual leave
Hours:	40 Hours - plus the expectation of evening and weekend as required. Flexible approach to duties.
Location:	May Terrace, Giffnock, G46 6LD

Main purpose of post

Working as a key member of the Children' and Outreach Services Operational Management Team (OMT) with a focus on the growth, development and delivery of high-quality personalised support services, to support children and young people in their own homes, communities and as part of our playscheme offer.

Our core values guide how each one of us works in our individual day to day job:

Respect – We put people first and are respectful of the people we support and of each other.

Integrity – The way in which we work is as important as the work we do.

Compassion – We care about the people we support and each other.

Excellence – We pride ourselves in our reputation for delivering high quality services and are driven to continually improve.

Assisting the Team Leader to develop support teams to deliver personalised, new and innovative services models to help those who have a learning disability and/or additional needs lead the lives of their choosing.

Due to the nature of the support provided, a high degree of flexibility will be required to working arrangements in order to deliver the support required. This will include working non-term time, evenings, weekends, overnights, all with short notice at times.

There will also be the expectation to work as part of the on-call rota.

Key Responsibilities

The Assistant Team Leader will:

- Have a strong value led and person-centred practice focus.
- To work positively with families and carers, ensuring their contributions and wishes are reflected in all communication where appropriate.
- Lead, drive and empower the support teams to work together to meet individual outcomes and enhance children and young peoples' lives.
- Lead the staff team, ensuring that the needs of the children and young people we support and their families are being met to the highest standard whilst complying with the social care regulatory framework.
- Assist the Team Leader with recruitment in a way that is proactive, planned and personalised.
- Support the Team Lead to implement rota systems ensuring staff are matched and deployed appropriately in line with the needs of the people we support.
- Manage absence and changes to Rota as required and ensuring accurate, up to date reporting with other organisational departments including HR, Finance and Administration.
- Oversee Personal Plans, ensuring all are outcomes focused, professional and in line with the wishes and choices of people we support and their families, regularly reviewed and risk assessed.
- Assist the Team Leader with the design and development of our playscheme and respite services and any new child service development as required
- Assist the Team Leader with developing innovative service models in line with organisational strategy.
- Assist the Team Leader with people management issues including annual leave, sickness absence, disciplinary and grievance matters, performance management, support and supervision.
- Engage with IT developments and maximise the use of technology and innovations to enhance the efficiency, effectiveness, and impact of the work of the service.
- Assist the Team Leader to ensure safety checks are being carried out as scheduled in line with Health and Safety guidelines/policy.
- To take responsibility for implementation of infection control procedures undertaking additional training as required.
- Assist the Team Leader to manage quality checks and audits in line with Quality

Assurance needs.

- Any other reasonable duties as may be required according to operational requirements.

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Assistant Team Leader - Person specification

Qualifications/Education:

Relevant qualification in line with requirements of SSSC Registration:

- SVQ Level 3 Health & Social Care (or equivalent) Minimum;
- SVQ Level 3 Management (or equivalent) Minimum;

OR

- Commitment to achieve qualifications within the agreed timescale for registration purposes.

Experience and Knowledge

- Proven track record of experience in a child focused Social Care setting.
- In depth knowledge of, and ability to deliver, high quality outcome focused support planning and review processes.

Abilities and Skills Required

- Ability to build strong professional relationships with families and external partners.
- Ability to prioritise workload/work to deadlines.
- Ability to work as part of a team and on own initiative in a creative and flexible way.
- Demonstrate good time management skills.
- Full current driving licence and willingness to drive own vehicle or company vehicles.
- IT ability to use email, word documents, power point and accessible imagery and MS Teams / Zoom platforms.

Personal Qualities and Values

- Strong values and commitment to the work of Cosgrove Care
- Commitment and understanding of developing teams and collaborative working
- Strong commitment to inclusion and participation
- Excellent interpersonal skills with evidence of developing and maintaining positive working relationships
- Positive attitude and solution focused approach