

Job Description

Vacancy Reference No:**Job Title:** Group Leader**Job Number:****Service:** Children's Placement Service.**Grade:** G7**Location:** Broad Park House**Job Purpose:**

To assist in providing and managing an effective and flexible respite care service for the children, young people and their families

Main Duties and Responsibilities:

- 1) The post holder will be responsible for carrying out the duties and responsibilities of the post with due regard to the city councils Equal Opportunities policy.
- 2) To manage, supervise, develop and support care staff and ancillary workers. Setting high standards of care and ensuring these are maintained.
- 3) To ensure staff treat each child as an individual and, paying due regard to race, culture, gender, age and choice, treat each with dignity and respect.
- 4) To liaise with other agencies involved with the children, young people and their families. Promoting their rights and inclusion.
- 5) To assist in arranging and completing annual reviews for each child, young person as required by the children's act and the CSCI.
- 6) To assist in maintaining appropriate records for each child/ young person.
- 7) To encourage and develop involvement of families in the home and links with the community. Encouraging involvement in socially valued activities.
- 8) To contribute towards sound administrative practice and development of policies and procedures within the home.
- 9) To assist in recruitment and induction of staff.
- 10) To assist in recruitment and supervision of volunteers.
- 11) To act as study supervisor from time to time with students. The post holder should be prepared to undertake training in student supervision.
- 12) To carry out additional duties as are appropriate and necessary in the circumstances.
- 13) To deputise for the registered manager in their absence
- 14) The group leader will be required to sleep in.

Any other duties and responsibilities within the range of the salary grade.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Managers and supervisors

The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Managers and supervisors

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Registered Home's Manager

Date Reviewed:

Updated: 22/2/2020.

Person Specification

Job Title:	Group Leader (deputy manager)	Job Number:	
Service:	Children's Placement Services.	Grade:	G7
Location:	Broad Park House		

Area	Description	Criteria will be measured by:
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Knowledge:	A commitment to providing a service to individuals in a non-discriminatory manner and in accordance with the City Councils Equal Opportunity Policy	Application form Interview
	To be able to work in an anti-discriminatory manner to ensure young people and staff get fair treatment	Application form Interview
	Awareness of the rights of all people to dignity and quality of life	Application form and Interview
	Knowledge of the following: Children's Act 1989. Knowledge of the Children's Homes Regulations 2015. Health and Safety at Work Act. Disability Discrimination Act An understanding about child abuse and the protection of children. An understanding of children's rights and how to promote these Understanding of Children's disabilities, communication and personal Care. Understanding the role and function of a Manager.	Application form Interview

Skills and Abilities:	To be able to work with children and young people with learning disabilities (some also have physical disabilities) on a child focused basis.	Application form Interview
	To demonstrate communication skills both verbal and written. To write reports and have discussions with young people, families and other professionals	Application form Interview
	To be numerate, to assist with delegated budgets.	Application form
	To learn to communicate in different ways as needed by an individual young person	Application form Interview
	To advocate for people who may not be able to speak for themselves, promoting their rights and inclusion in decision making	Application form/Interview
	To be able to work in, motivate and lead a team to achieve the aims and objectives of the home.	Application form/Interview
	To be able to give formal supervision to a group of staff	Application form/Interview
	To be reliable and flexible and be able to organise and prioritise own workload	Application form/Interview

	To compile care plans and risk assessments in partnership with parent/carers, young people and other professionals	Application form/Interview
	Skills to anticipate manage and diffuse adverse behaviour. To compile plans to deal with the behaviour and demonstrate how a lack of communication and/or medical needs may contribute to the behaviour.	Application form/Interview
	To be able to provide personal care to children and young people, including manual handling and dealing with incontinence in a sensitive way.	Application form/Interview

Experience:	Experience of working with young people in a residential setting	Application form/Interview
	Experience of working with young adults with a learning disability in a residential setting	Application form/Interview

Educational:	NVQ – Level 3 working with Children and Young People in residential childcare.	Application form/Interview

Special Requirements:	<ul style="list-style-type: none"> This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). 	Application form/Interview

Date Reviewed:

Updated: 01/03/2012