



Frances Taylor Foundation

DIGNITY AND RESPECT FOR THE INDIVIDUAL



TEAM LEADER ST ANNE'S EXTRA CARE SUPPORTED LIVING 2025

Frances Taylor Foundation is an operating name for the UK Social Care Services of the Poor Servants of the Mother of God. Registered Charity No. 227931.

Role Profile

Post: Team Leader

Tenure: Permanent, Full-time

Responsible to: Service Manager

ST ANNE'S, EXTRA CARE SUPPORTED LIVING:

Our Extra Care Supported Living service supports 9 tenants in self-contained flats at St. Anne's Apartments, Hove.

The ethos of Extra Care Supported Living is to promote maximum independence and community involvement, challenging people with learning disabilities to develop new skills and confidence. This includes people with extra care and support needs, for example those arising from a physical disability or long-term health condition, sensory impairment, or mental health issues. Alongside this there is also recognition that for some people, over time, age may bring increased needs for support and care, and that, as far as it is possible to achieve, people should not have to move from their settled supported living accommodation due to increased needs. The Extra Care Supported Living service offers support and care as required throughout the day, and across the whole week. It does not provide regular care during the night, although a member of staff sleeps-in within the block of flats and is able to respond to any emergency situation.

PURPOSE OF POSITION:

The role of the Team Leader is to assist the service manager and the deputy service manager in the support of the service users physical, social, psychological, spiritual well-being as well as promoting and maintaining the service users' independence, as appropriate, at all times. This involves full participation in the general day to day activities of the home, meeting the service users' personal care needs in accordance with their person centered plans in a way that respects the dignity and privacy of each Individual and other basic values that ensure an excellent quality of life.

There will also be a need to manage, in the absence of the Service Manager and Deputy Service Manager, the day-to-day running of the home in accordance with the policies and procedures of the Frances Taylor Foundation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership

- Provide leadership to the team acting as a positive role model at all times.
- In conjunction with the Service Manager and Deputy Service Manager manage rotas on a daily basis.
- Ensure staff give support that follows person centered plans and daily support plans.
- Provide effective supervision to the Care and Support workers.
- Provide on- call cover as arranged by the service manager, working within on call guidance.
- Ensure good team working.
- Motivate, support and mentor the staff when needed.
- Ensure staff complete all necessary paperwork to an acceptable standard.
- To deputise for the Service Manager and Deputy Service Manager in their absence ensuring that all staff work within the policies and procedures of the Frances Taylor Foundation, and within statutory requirements including those of the Care Quality Commission .

Support

- Ensure all service users, regardless their level of disability, are supported to be engaged in meaningful activity, on a daily basis.
- Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives, increasing independence.
- Ensure all personal care tasks are carried out in line with the needs, wishes and preferences of the individual, following the person centred plan.
- Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.
- Ensure the security of the building and the safety of the people living in the home.
- Support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals.
- Support people to develop and expand social networks and friendships. Coordinate and develop the support to the individual including Health Action Plans, Person Centred Plans and hospital passports.
- Contribute to / attend reviews and multi-disciplinary meetings.
- Work with individuals to promote healthy life style by liaising with local health care professionals.
- Work in partnership with care managers and other professionals to maximise quality of life for individuals.
- Develop positive relationships with family and carers.
- To be flexible and responsive at all times to meet the changing needs of the service and the service users.
- Administer medication in line with the policy and the individual's care plans.
- Organise and support service user holidays in line with the policy.

Values and Attitudes

- Support individuals in a non-judgmental way based on the principles of anti-discriminatory practice.
- To treat individuals with respect and encourage them to express their individuality.
- To promote and uphold the human rights of all people living within the service.

Performance and Development

- Maintain confidentiality.
- Work within Frances Taylor Foundation's policies and procedures.
- Work in a way that meets the statutory requirements of employees under health and safety at work.
- Adhere to the GSCC Codes of Practice and staff handbook.
- At all times work within current legislation.
- Enter actively into supervision and appraisal.
- Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.
- To work in accordance with the company's mobile phone and IT policies.
- To behave in a manner that reflects positively on the company at all times.
- To work closely with other members of the team for the ultimate benefit of the people living in the home.

Finance

- Support people to manage their resources and finances.
- To ensure that you receive all receipts, change and any accompanying paperwork before the end of the shift.
- Ensure Petty Cash and people's monies are checked, balanced and recorded at the end of your shift, and that any financial discrepancies are reported to the manager immediately.
- To keep updated with all financial policy and procedures.

Administration

- You will be required to work flexibly on a rota basis to meet the needs of the service, this includes weekends, bank holidays and sleep ins.

- Ensure work is recorded accurately and appropriately in accordance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the company's Equal Opportunities Statement.
- Work in line with the company's Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Ensure risk assessments are actioned as necessary, in line with policies and procedures.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post.

Job descriptions should be regularly reviewed, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Team Leader

Date

Service

Date

Candidate Specification

Post: Team Leader

Tenure: Permanent, Full-time

Responsible to: Service Manager

Attribute Heading	Essential	Desirable	Method of assessment
Work experience/ Knowledge	Demonstrable understanding of the nature and operation of a Supported living service. Ability to manage staff groups An understanding of the needs of people with a learning disability and the person centred approach. This includes knowledge of person centred tools.	At least 3 years' experience in a similar environment.	Application form, Interview, References.
Education and qualifications	NVQ/QCF level 2 in Health & Social Care Knowledge of relevant legislation	NVQ/QCF level 3 in Health & Social Care	Application form and copy of certificates
Skills and Abilities	Ability to take responsibility within delegated authority and exercise judgement Ability to communicate effectively with service users, family members, team and other professionals. Good communication (verbal and written) skills Good administrative skills Ability to work with confidence and on own initiative. Ability to work calmly to time	Sickness and absence management Familiarity with use of Microsoft Word, and Excel	Application form Interview References

		schedules under pressure. Good influencing and listening skills.		
Disposition and Attitude		Commitment to the PSMG ethos and values Positive attitude and commitment to care and support for the individual.		Interview
Other factors		Able to act as a representative for the organisation externally Able to work flexibly		Interview