



Job Title:	Team Leader
Reports to:	Area Manager or Registered Manager
Location:	Seco Support Services

Overall objectives of the post:

To lead and be part of a team providing support for adults and young people with learning disabilities, complex needs, mental health problems and/or who may exhibit challenging or offending behaviour. Enabling supported people to maximise individual potential for independence within the home and the community as appropriate. To help create a home environment that is happy, safe, empowering and stimulating ensuring the supported person has valued relationships in their life.

A Team Leader will comply with the principles and core beliefs of Seco Support, working closely with and attending meetings with their line manager, care managers, local authorities, professionals and families. It is the responsibility of the Team Leader to ensure the service follows company policies, procedures and any guidelines that are appropriate for the care of the person they are providing support and management too including CQC compliance.

Key Responsibilities

Service Documents

- Create person centred support plans and or risps, including regular reviews and updates.
- Create and review service risk assessments.
- Complete debriefs, incident reviews and update documentation.

Service Management

- Stocking, ordering and the audit of medication weekly, raising and resolving discrepancies.
- Weekly audits of the service finances, raising and resolving discrepancies.
- Oversee the completion of weekly health and safety checks, to ensure service is always compliant with health and safety legislation.
- To be aware of and ensure documentation is completed for incidents in service.
- Review and evaluate the support being provided, liaising with management to implement changes.
- Actively participate in safeguarding's and fact finding.
- Be part of the on call rota to provide out of hour support.

Staff Management

- Complete monthly staff rotas ensuring all staff complete contracted hours.
- Double check and sign off timesheets for payroll.
- Interview new team members.
- Complete Induction appraisals and competency checks for new starts.



- Follow Seco Support's probation, support & supervision and appraisal process.
- Support all staff's health and wellbeing.
- Arrange and hold monthly team meetings.
- Ensure all current staff attend planned training sessions.
- Monitor service sickness, reporting to absence and completing back to work interviews, inline with Seco Support absence policy.
- Monitor and authorise team annual leave.
- Identify training needs and opportunities for staff development.

Seco Support is dedicated to providing support that is flexible and responsive to changing needs so this list is not exclusive.

By signing below, you are confirming that you understand this job descriptions and the expectations of a Team Leader in Seco Support. Should you have any questions please speak to your line manager before signing.

Employee name:

Signature:

Date: