

Post title	Assistant Team Leader
Division / Section	Children's Services
Department	Communities and Families
Responsible To	Team Leader
Number of post holders	32FTE
Acting up/ Secondment	N/A

Purpose of Job

Lead and manage a group of residential care officers providing a service to Looked After and Accommodated Children in a residential care unit.

This may include the following functions: emergency admission, residential placements, outreach and respite.

To act as responsible manager in the absence of the Team Leader and ensure safe operation of the service.

MAJOR TASKS/JOB ACTIVITIES

Support, supervise and manage a group of residential care officers.

To operate as part of the management team in a residential unit, taking responsibility for delivering a high quality of service delivery and good outcomes for children and families. Report to the Team Manager as required and take effective action in relation to the immediate care and safety of children and the management of residential care staff.

To manage staff and resource in order to meet need, manage risk and operate in ways that are consistent with statutory duties and council policy and procedure. This includes appointment of a key worker to each child, ensuring that tasks assigned by the lead professional via the child plan are complete and that children's views are heard and taken into account.

Take responsibility for adherence to unit procedures in relation to eg administration, business process, health and safety, operation of petty cash process. To undertake additional tasks as directed by the Team Leader as necessary for the safety and wellbeing of children and staff.

To manage staff within the policies and procedures of City of Edinburgh, promptly advising the Team Leader regarding any issues which may require to be considered in relation to disciplinary procedure, absence management procedure, fair treatment or grievance.

Involvement in recruitment, selection and induction of staff.

To take a lead in the intervention of residential workers in complex cases, including helping families and professionals involved to identify alternatives to residential placement and expedite the exit plans for young people who have been accommodated.

Supervision and Management of People

(Numbers and type of staff)

Supervise and manage and average of 5 FTE residential care officers and provide daily guidance and support to staff not directly supervised including locums, night staff and students.

Contribute to the professional development of the workforce.

Creativity and Innovation

Support residential care officers to deliver a service that meets need and manages risk, ensuring that child's plans are implemented. Draw the attention of the Team Leader to instances where they consider that systems and processes within the unit or service require to be improved, making recommendations about required improvements where appropriate.

Support lead professionals to devise and develop child's plans that are SMART and outcome focussed. Provide critical reflection to their supervisees, ensuring that they learn, develop and continuously improve practice.

Devise and support others to come up with creative and solution focussed strategies to meet need including building strengths in families and reducing the need for children to be fully accommodated.

Contacts and Relationships

Daily contact with Looked After Children, relevant others related to these children and residential care staff. Frequent contact with team leader, lead professionals for children accommodated in their unit, and other professionals including education, health, police, out of hours and third sector staff and other services working with children.

Decisions (Discretion)

Decisions involving the immediate protection of children who are resident in the unit. Decisions on allocation of tasks to residential officers and operation of daily routines within the unit.

Contribute to the development of a team plans for the residential service in which they operate.

To take decisions on referring child protection concerns to lead professionals and their line managers, in doing so making well informed judgements about immediate safety.

Contribute to planning including the appropriateness of young people returning home.

Decisions (Consequences)

Exercise sound judgement in relation to the immediate care of children in the residential unit. Decisions made will directly affect the wellbeing and safety of looked after children. This includes deciding how to manage the impact of any emergency admissions on the current resident group and the young person being admitted.

Resources

The postholder will manage the day to day operation of financial policy within the unit but will not have direct responsibility for budget management. They will however handle resources on a daily basis including spend of petty cash and allocation of staffing resources.

Environment – Work Demands

Manage the delivery of a high quality residential care service to children placed within their unit. Manage any issues arising from competing need and risk within the resident group on a day to day basis, reporting any significant issues to the Team Leader.

Take a high level of personal and professional responsibility for standards of practice, performance of residential staff and outcomes for children and families.

Balance time spent with young people and staff with the need to undertake tasks to comply with departmental systems such as Frontire and myHR.

Manage the work environment in a way that assists the implementation of agreed practice model eg attachment promotion.

Environment – Physical

Assistant Team Leader will spend the majority of their time present within a children's residential care facility, during which times they are likely deal with challenging behaviour which may include, at times, physical aggression. They will manage these in accordance with agreed systems including CALM.

May require to visit the homes of service users and to attend children's hearings, reviews and planning meetings.

May be required to manage staff in more than one location.

Environment – Working conditions

Assistant Team Leaders will spend a significant amount of their time in contact with service users. At times this is likely to involve interaction with people exhibiting high levels of upset, anger, aggression or even physical threat.

Assistant Team Leaders will be required to take action to manage any day to day risks occurring in relation to children or staff within their residential unit in accordance with agreed procedure. This also applies to other environments including the young person's home.

Environment – Work Context

Assistant Team Leaders will be required to take action to manage any day to day risks occurring in relation to children or staff within their residential unit, including management of rotas and ensuring that sufficient staff are present to keep young people safe.

Knowledge and Skills

Hold appropriate qualification for "Residential Child Care Workers with Supervisory Responsibilities" as laid down by the Scottish Social Services Council.

Diploma or Degree in Social Work, SVQ level 4 in Care, or Degree or Diploma in Community Education is essential. Registration with the Scottish Social Services Council.

Work towards and gain Level 9 qualification (recently introduced by Scottish Government).

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached structure.