

Team Manager Person Specification

Job Title: TEAM MANAGER

Job Vacancy No:

Service: Children and Adult Services

Knowledge

Essential

Desirable

- | | | |
|--|---|---|
| 1 Awareness of and an interest in the work undertaken by Hesley Group. | ✓ | |
| 2 Knowledge and understanding of the principles of care and support for children and adults with autism, learning disabilities, complex communication needs and behaviour that may challenge the service. | ✓ | |
| 3 Knowledge of what is required for the safe and effective management of the service, health and safety at work requirements and your legal obligations in respect of this. | ✓ | |
| 4 Knowledge of the safeguarding adults/safeguarding and protection of children agenda and procedures as relevant to the post. | ✓ | |
| 5 Knowledge of effective management and leadership practices. | ✓ | |
| 6 Knowledge of positive behaviour support and management strategies. | ✓ | |
| 7 Knowledge and understanding of the relevant legislation for your service, whether children or adult (e.g. Children's Homes Regulations & Quality Standards 2015 or Health and Social Care Regulations 2014 and CQC Fundamental Standards) | ✓ | |
| 8 Knowledge of good practice in safer recruitment and selection. | | ✓ |

Skills and Abilities

- | | |
|---|---|
| 1 Numeracy and literacy skills commensurate to this post. | ✓ |
| 2 Physically able to support children, young people and adults (as relevant to the post) in their day to day activities and to use approved restrictive interventions as part of a programme of support (training is given). | ✓ |

<u>Skills and Abilities</u> continued	<u>Essential</u>	<u>Desirable</u>
3 Ability to attend work punctually/reliably and work flexibly, including weekends and evenings and overtime where required.	✓	
4 Ability to communicate effectively at all levels, both inside and outside Hesley Group.	✓	
5 Ability to motivate, influence, support and manage staff.	✓	
6 Able to record in an accurate and timely manner, write reports to a good standard of accuracy and legibility.	✓	
7 Able to reflect on your own practice and encourage your team in reflective practices through supervision and support.	✓	
8 Able to actively participate in learning and development programmes and translate learning into your own working practices and those of the Team.	✓	
9 Able to lead and delegate appropriately and effectively to ensure a high-quality care service.	✓	
10 Able to contribute to the training of other staff.	✓	
11 Ability to use Microsoft Office applications and other relevant software packages.	✓	
12 Able to take part in the recruitment and selection of staff in accordance with Hesley Group policy.		✓

Qualifications

- 1 In the absence of a qualification at NVQ/Diploma Level 4 or equivalent, you will require a MINIMUM of Level 2 Functional Skills in English and Maths (or GCSE A*-C English and Maths/GCSE Grade 4 or higher from 2018)**
OR
the achievement of Level 2 Functional Skills Award by the end of the six-month probationary period for which support will be provided.
- 2 NVQ Level 3 in Health and Social Care to be completed within six months of appointment for post.**
- 3 ILM Level 3 Management Award or equivalent to be achieved within twelve months following the completion of the six-month probation period.**

Policy Document No: Per 1.1.2**Qualifications continued****Essential** **Desirable**

- 4 Clean, current car driving licence to drive the mini-bus.

✓

Experience

- 1 Successful experience of working with children/ adults with learning disabilities within a residential setting.**

✓

- 2 Experience of successfully managing a team and its resources.**

✓

- 3 Experience of contributing to care assessments, care plans and care reviews.

✓

- 4 Experience of contributing to effective service development.

✓

Person Specification prepared by HR Department

Date: 5 July 2018