

---

**Policy Document No: Per 1.1.1****Team Manager Job Description****Job Title:** TEAM MANAGER**Establishment:** Children and Adult Services**Responsible to:** Care Manager/Care Services Manager**Brief description of job:**

The Team Manager is responsible for ensuring a quality care service is delivered to the students/residents of the Establishment through the effective management of their team. This may include direct care to the student/resident if required. The Team Manager will act as an excellent role model to all and have direct line management responsibilities for Assistant Team Managers.

**Core Expectations:**

- 1 To attend for work reliably and punctually.
- 2 To attend all training as required and take part in a positive manner.
- 3 To know where Hesley Group policies are kept and to be aware of and follow their contents.
- 4 To remain vigilant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 5 All staff are expected to make sure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities as set out in law and by Hesley Group policies.
- 6 To build and promote good relationships and communication with students/residents/staff and all other stakeholders important to the students/residents, internal and external to the Group.
- 7 To ensure a safe, clean and enjoyable environment for the students/residents to live.
- 8 To contribute to the person centred planning process and promote student/resident choices, preferences and independence and well being through effective care planning, seeking input from the wider multi disciplinary team. This will include proactive and critical contributions to Care Reports/Reviews and Assessments.

## Policy Document No: Per 1.1.1

- 9 To ensure that medical needs of residents are met at all times, administering prescribed medication in accordance with individual's care plans and group policy.
- 10 To work in person centred manner ensuring residents are as independent as possible when promoting personal healthcare and physical, emotional and financial well-being.
- 11 To ensure challenging behaviours are dealt with in a safe and supportive manner through the use of approved approaches learnt through training; minimising/reducing incidents through the promotion of positive behaviour management.
- 12 To successfully manage a team through the effective deployment of staff and resources, offering each team member motivation, support and supervision/appraisal, monitoring attendance/punctuality and overall performance to ensure a quality outcome for the student/resident.
- 13 To take responsibility for efficient recruitment and selection processes in line with Group policy and procedures.
- 14 To hold and participate effectively in meetings with the Team and the wider service multi disciplinary service.
- 15 To have responsibility for the completion of clear, accurate and appropriate records in line with policies and procedures for students/residents and staff, partaking in internal auditing to uphold quality standards.
- 16 To keep up to date with current issues within the specialist field of LD, attending and actively participating in relevant training to ensure personal continuous professional development and best practice in your role; supporting and developing individuals of the team in the same way.
- 17 To have overall responsibility for ensuring the effective planning, preparing, supervision and review of all routines and social/recreational activities on and off site for the students/residents.
- 18 To drive a minibus if required and qualified to do so.
- 19 To deputise for the Care Manager as required.
- 20 To work overtime and on-call duties if requested.
- 21 To undertake as required any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

### Health & Safety:

- 22 In carrying out the tasks in this job description you have a duty (under Health

---

**Policy Document No: Per 1.1.1**

& Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for residents.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

**This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

Prepared by HR Department:

Date: 01/04/10

Jobholder:..... Signed:..... Date:.....

Manager:..... Signed:..... Date.....