



JOB DESCRIPTION

Job Title: **Team Leader - Respite/Short Stay**

Purpose of Post: To provide a supportive environment, encourage independent living and promote choice.

The key objective of this role is to lead a team of staff to help provide individual opportunities and choices to the people we support in order that they can develop their skills and realise their full potential.

Reporting to: Deputy Manager/Operations Manager

Accountable to: Operations Manager

**Specific
Responsibilities:**

1. To lead a team of staff to support the people we support.
2. To have responsibility for the smooth running of the shift whilst ensuring individuals' needs, choices and dignity are central to everything you do.
3. To work in accordance with company policies and procedures.
4. To attend team meetings, training courses and complete online e-learning as requested by your manager.
5. To ensure all records, both electronic and manual are kept up to date.
6. To carry out regular supervision and support of staff, including managing their attendance at work.
7. To support the Deputy and Manager in ensuring safe levels of staffing.
8. To input information for invoicing purposes.
9. To create individual support plans and documents for new customers.

Main Duties and Responsibilities:

1. Provide and maintain high standards of all aspects of support to individuals according to their personalised support plan.
2. Assess, plan, implement and evaluate individual support plans and ensure staff are supporting individuals according to their individual needs and choices.
3. Support, coach and lead staff to enable and encourage the people we support to achieve their outcomes and gain independence in all aspects of daily living according to ability.
4. Liaise with and support staff and the people we support to access appropriate agencies for practical, emotional and health advice.
5. Administer and support the people we support with their medication and train staff to carry out these duties.
6. Ensure that the dignity, rights and choices of the people we support are always respected.
7. Liaise with families/customers to ensure they are booking their allocated allowance of nights.
8. Work in partnership with professionals, i.e. social workers, speech and language therapists, schools and colleges.

Provide a safe, comfortable and supportive environment

7. Lead and support staff to encourage individuals to actively contribute to the running of their home.
8. Work with management in ensuring that the company complies with statutory regulations: Health & Safety, Fire, Environmental Health, CQC.
9. Report any deficiencies in the service of whatever nature to the manager and take action where appropriate.
10. Assist with all aspects of domestic duties as required and support the staff team to encourage and support individuals to develop and maintain skills to their level of ability in these areas.

Assist individuals we support to see themselves as valued members of the local community

11. Assist with the development and maintenance of good relationships within the service, the company and local community.

Other:

1. Develop strategies to support staff to continuously develop themselves.
2. Accurately report, record and maintain electronic and manual records as required.
3. Provide cover at other services as required.
4. Work shifts to the needs of the people we support including weekends, bank holidays, sleep-ins and night cover.
5. Carry out audits as required.
6. Support the manager to maintain budgets.
7. Balance petty cash and the monies of people we support each shift.
8. Take part in the on-call rota as required.
9. Such other duties as may be allocated by the manager.

September 2025