



Could you be our Team Leader?



Role Description

Job title:	Team Leader (Leading Adult Social Care Support Workers)
Hours:	40 hours per week including evenings and weekends
Salary:	£27,336 per annum
Location:	L'Arche Ipswich Community House
Reports to:	Registered Manager
Contract type:	Permanent

ABOUT THIS ROLE

Main purpose of the role

To line manage a team of adult social care Support Workers who support adults with learning disabilities, in a supported Living house.

To support the Registered Care Manager in creating and promoting community and a sense of home, leading the service delivery in line with L'Arche values, traditions and standards, and the requirements of the Care Quality Commission [CQC].

As our Team Leader, you will be responsible for the smooth and safe running of one of our supported living houses. This will include managing and creating the monthly rotas, updating and managing digital care plans and risk assessments, supporting and supervising assistants (including inducting new team members). Also, overseeing reporting such as medication records, health and safety, and quality assurance checks, implementing the planning and undertaking of meaningful activity, taking part in support reviews, ensuring training is relevant and up to date, and working as part of the senior leadership team to maintain a high quality of care.



Key Responsibilities

LEADERSHIP, ADMINISTRATION & MANAGEMENT

- Facilitate the life of a supported living home, taking a lead in building a sense of community by ensuring that the values of L'Arche and the house daily, weekly and monthly patterns of activity, celebration and tradition, including faith life, are upheld and developed. Taking a lead in key events and meetings in the house encouraging each person - with or without learning disabilities - to have a voice, share their views, have choice, and feel at home.
- To lead, manage and motivate the small team of support workers - delegating responsibility to members of the team; inducting and role-modelling for newer support workers; providing direction, support and supervision for support workers including monitoring support workers' performance, establishing and organising regular house meetings for both support workers and those with learning disabilities.
- To lead on the day-to-day management of the house, including health & safety, budgets and maintenance, supervision of the support worker team, management of person-centred care plans, including medication audits.
- Meet regularly with the leadership team to discuss and deliver priorities including the wider wellbeing of the house as part of the community.

CREATING COMMUNITY

- Develop relationships with everyone in the house, and the L'Arche Ipswich community, being proactively involved in celebrations and supporting the spiritual life of the community group so that there is an atmosphere of welcome and friendship.
- Have a clear vision that facilitates quality relationships and an atmosphere of attentiveness, listening, and respect.
- Ensure integration into the local community; maintaining and supporting links with friends, family, neighbours and local churches.
- Foster the spiritual life of L'Arche Ipswich by promoting L'Arche identity, mission, vision and values.

SUPPORT WORKERS & VOLUNTEERS

- Ensure each support worker and volunteer is welcomed into their role and the house, and ensure that they complete all their induction and training. This will include taking them through policies, shadowing and assessing their professional practice following training (for which training will be provided).
- Complete regular observations and supervisions with support workers to ensure quality of work.
- Encourage the use of accompaniment and other support systems as needed.
- Participate in the training and development of support workers as required.
- Acknowledge positive performance, put in place development plans when needed and performance manage as appropriate.
- Maintain and support the contribution made by volunteers and other members.
- Actively promote the recruitment and participation of volunteers in the community.

RESOURCE MANAGEMENT

Assist the Leadership Team to:

- Participate in the effective management of any vacancies for people with learning disabilities within the house.
- Work to improve the retention of support workers, helping manage the turnover in a timely manner.
- Positively and effectively manage change, making sure that plans are owned by yourself and others and are implemented in your area of responsibility.
- Help to identify the key issues that will affect the house, and L'Arche Ipswich and proactively assist in developing appropriate plans to meet them.



Person Specification

ESSENTIAL CRITERIA

Experience

- Leading and managing a team of support workers in a supported living or care home setting.
- Leading, developing and implementing person-centred care and support for people with a learning disability to organisation and industry standards.
- Resource management including personnel on rotas and budgets.

Skills and Abilities

- Capable of leading, managing and motivating people, including the skills to work flexibly to allow the strengths of others to be utilised.
- Ability to work under pressure, meet quality standards and deadlines.
- Good communication verbally and in writing. Able to present information effectively.
- Ability to guide, support and teach the essential skills of supporting people with disabilities.
- Ability to plan, organise and prioritise effectively to meet planned and changing demands.
- A record of accomplishment of effectively leading and managing team performance such as providing clear objectives, reviewing outcomes, putting in place development plans and taking appropriate action to deal with poor performance.

Personal Qualities

- Supportive of the identity, mission and values of L'Arche and enthusiastic about working within a community organisation rated Outstanding by the CQC.
- Approachable and encouraging manner when talking to staff and people with learning disabilities.
- Excellent self-presentation, flexible and open-minded.

Qualifications

- Level 3 Health & Social Care Diploma (adult care) or equivalent, or proven ability and equivalent experience combined with willingness to commence study at this level in accordance with community policy.
- Evidence of continuing professional development and interest in achieving further qualifications.

DESIRABLE CRITERIA

- An ability to understand the value of faith-based service provision and to articulate it to others outside of L'Arche.
- Driving Licence and willingness to drive as part of your duties.
- Participation in the yearly national gathering residential.



Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

L'Arche Ipswich is more than just a service provider; we are a diverse, inclusive community of 30+ people with and without learning disabilities who live, work and celebrate together. Our aim is to provide a place of belonging to help people with learning disabilities live independent yet connected lives.

We pride ourselves on being diverse and inclusive, with our service users being at the heart of all that we do in a safe, caring, dynamic and fun way.

Alongside our regulated person-centred support, we also have a strong spiritual ethos within the organisation, maintaining close meaningful working relationships with our service users, their families, and those living outside of the immediate L'Arche Ipswich community. Attendance to festivals, weekend breaks, community gatherings and birthday celebrations are a consistent tradition for all of us that brings everyone together on a regular basis.

"Quite simply being part of L'Arche is being loved for who you are." L'Arche Support Worker

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

Sarah Bugg
ipswichrecruitment@larche.org.uk
or call 01473 729744



WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



We Value

TREATING PEOPLE WITH DIGNITY AND RESPECT:

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

FRIENDLINESS AND WELCOME:

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

EMPATHY:

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

INTEGRITY:

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

COMMITMENT TO COMMUNITY BUILDING:

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

OPENNESS TO REFLECTION, LEARNING AND GROWTH:

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

