



Childrens Project Leader



7 days a week availability



Reports to Registered Manager



Enhanced Childrens DBS



Level 3 Childcare or willing to work towards



Clevedon

Purpose:

The purpose of this role is to provide high-quality, child-centred support that respects children's views, promotes independence, and enables them to thrive. Children's Project Leaders model and embed excellent practice, support colleagues, and ensure safe, supportive environments where children feel listened to, valued, and empowered to achieve their goals.

Safeguarding:

We are committed to safeguarding and promoting the welfare of children and young people. This role requires an enhanced DBS check, satisfactory references and verification of qualifications and identity.

Objectives:

Personalised Support and Daily Living

- Deliver individualised, strengths-based support aligned to each child's needs, preferences, and goals.
- Support daily living activities including personal care, meals, medication, education, and community access.
- Promote independence by encouraging children to actively participate in their routines and decisions.
- Plan and deliver meaningful activities that support development and personal outcomes.

Skill Development and Independence

- Support children to develop practical life skills (e.g. cooking, travel, communication).

- Assist access to education, health, and specialist services.
- Support children to set, review, and achieve personal goals.
- Implement support plans and behaviour support strategies consistently.

Health, Safety and Wellbeing

- Monitor health and wellbeing and escalate concerns appropriately.
- Administer medication in line with individual care plans.
- Maintain safe, clean, and secure environments in line with policies.
- Support positive risk-taking and informed choices.
- Promote professional curiosity and contribute to audits, quality monitoring, and evaluations.

Community Participation and Inclusion

- Enable children to engage with their local community and activities of interest.
- Encourage social, recreational, and cultural participation based on individual preferences.
- Build links with community organisations to widen inclusion opportunities.

Relationships and Communication

- Promote positive relationships with family, friends, and support networks, involving them appropriately.
- Use clear and respectful communication tailored to the needs of each individual, including non-verbal methods where required.
- Advocate for individuals' voices to be heard in decisions about their support and lives.

Recording, Compliance and Quality

- Maintain accurate records of support, incidents, health updates, and outcomes.
- Follow safeguarding, medication, data protection, and organisational policies.
- Support inspections, audits, reviews, and reporting.
- Stay up to date with Ofsted requirements and legislation.

Leadership and Teamwork

- Support and guide colleagues to deliver consistent, high-quality care.
- Contribute to team meetings, service improvements, and reflective practice.
- Complete supervisions, appraisals, and observations with support workers.
- Identify development needs for yourself and the team.

Continuous Development

- Engage fully in supervision, training, and professional development.
- Reflect on practice and promote a culture of learning and improvement.

Key Relationships

- Children we support
- Families and carers
- Registered manager and Support manager

- Support Workers and wider team
- Health professionals (e.g. GPs, nurses, therapists)
- Social workers and care coordinators
- Community groups and activity providers
- Volunteers
- External agencies (e.g. housing, benefits support, transport services)
- Compliance, safeguarding, and quality assurance teams

Skills and behaviours you need for this role

CORE SKILLS

Skill	Level required for role				What this means
Data Literacy					Individuals at this level have a basic understanding of data collection, organisation, GDPR compliance, and reporting, ensuring accuracy and security.
Digital Skills					Individuals at this level apply digital skills and security awareness to enhance efficiency, data protection, and workplace collaboration.
Governance and Compliance					Individuals at this level have a basic understanding of governance, policies, and compliance requirements, ensuring adherence to organisational and regulatory standards.
Commercial Awareness					Individuals at this level have a basic understanding of financial concepts, budgets, and cost management, ensuring responsible use of resources.
Health and Safety					Individuals at this level apply health and safety policies in their daily roles and actively contribute to maintaining a safe and healthy working environment.
Inclusion					Applies inclusive practices in daily work and actively considers the needs of others.

SPECIALIST SKILLS

Skill	Level required for role				What this means
Safeguarding					Individuals at this level have a deeper understanding of safeguarding practices. They know how to recognise

					signs of abuse in greater detail and can contribute to safeguarding efforts.
Person-centred Practice					Individuals at this level understand person-centred practice in greater depth and can implement it in their work. They are aware of the importance of collaboration and active listen
Mental Capacity					Individuals at this level have a deeper understanding of mental capacity and can identify when capacity needs to be assessed. They are aware of assessment criteria and legal frameworks.
Restrictive Practice and DoLS					Individuals at this level have a deeper understanding of restrictive practices and DoLS. They understand the situations in which restrictive practices may be necessary and the safeguards that must be in place to ensure their use is legal and appropriate.
Leading and Managing Partnerships					Individuals at this level can actively manage and lead partnerships. They are able to coordinate activities, build relationships, and ensure that care plans and support are tailored to meet individual needs in a collaborative way.
Duty of Care					Individuals at this level have a deeper understanding of the principles of duty of care and its application in practice. They are able to recognise the impact of their actions and decisions on the safety and well-being of individuals.
Compliance and Recording					Individuals at this level consistently apply compliance standards and recording procedures in their day-to-day practice. They take an active role in ensuring their work aligns with regulatory and organisational requirements.

BEHAVIOURS - VALUES

Behaviour	Level required for role				What this means
Equip					Individuals at this level are confident in managing preparation, consistency, and access, helping others to adopt best practices.
Involve					Individuals at this level consistently involve and engage others, ensuring inclusive and collaborative decision-making.
Support					Individuals at this level take an active role in advocating for others and fostering confidence and inclusivity
Recognise					Individuals at this level consistently demonstrate excellent listening, communication, and responsiveness, ensuring clarity in all interactions.

Challenge						Individuals at this level proactively take ownership, embrace change, and encourage innovation in their teams and work.
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COMPETENCIES

Behaviour	Level required for role					What this means
Attention to Detail						Applies a high level of accuracy and ensures work meets professional standards.
Crisis Management						Manages crises effectively by applying problem-solving and maintaining composure under pressure.
Emotional Intelligence						Uses empathy to build trust, defuse tension, and create emotionally supportive environments.
Initiative						Proactively identifies tasks and opportunities for improvement without being asked
Judgement						Makes thoughtful, well-reasoned decisions within their scope of work.
Planning and Organising						Plans and manages tasks effectively, ensuring efficient completion of work.
Problem Solving						Organises and executes work effectively while helping others improve their planning skills.
Resilience and Perseverance						Actively develops resilience strategies and supports others in overcoming challenges.
Self-Motivation						Works independently and maintains motivation to achieve goals.
Team work						Builds strong relationships and enhances team performance through effective collaboration.

LEADERSHIP AND MANAGEMENT

Behaviour	Level required for role					What this means
Coaching and Mentoring						Provides structured coaching and mentoring to support employee development.
Team Building						Actively contributes to team success by fostering collaboration and trust.
Performance Management						Manages performance by setting expectations, providing feedback, and supporting development.
Workforce Development						Supports workforce planning and development efforts.

Conflict Resolution					Effectively manages and resolves conflicts while maintaining professional relationships.
Inclusive Leadership					Promotes inclusive behaviour and ensures fairness in team interactions.
Empowerment and Delegation					Delegates tasks effectively and supports employee development.
Psychological Safety and Wellbeing					Actively fosters a culture of well-being and psychological safety within the team.