

## JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION	
<b>Job Title</b>	<b>Team Leader</b>
<b>Reports to:</b>	<b>Life Skills Manager/Pathways &amp; Hub Manager</b>
<b>Salary:</b>	<b>£22,409 - £23,170 (SCP 12 – 15)</b>
<b>Mileage:</b>	0.40 per mile
<b>Hours of work:</b>	37 hrs per week
<b>Job Purpose:</b>	To assist the Pathways & Hub Manager with the operational delivery of Chailey Heritage Pathways and Futures Hub to lead and direct others to provide person centred support to children and young adults with physical disabilities and complex health needs.
Main Duties & Responsibilities:	
<ul style="list-style-type: none"> <li>• Responsible for liaising with the service users directly to ensure they are receiving the care and support that they expect and deserve.</li> <li>• To assess individual needs continuously and to participate in reviews as necessary.</li> <li>• To be flexible and responsive at all times to meet the changing needs of the service and the service users.</li> <li>• Provide effective supervision to the team and ensure good working practice at all times. This may include spot checks.</li> <li>• Required to be 'on-call' when the office is closed, calls that are out of office hours may include; service user emergencies, staff emergencies and absences, or support workers needing support.</li> <li>• Support the Pathways &amp; Hub Manager in achieving the aims and objectives of the services.</li> <li>• Where appropriate, deliver effective team meetings and handovers alongside the Pathways &amp; Hub Manager, this will also include; PA focus groups.</li> <li>• To delegate work as appropriate to the support workers, whilst providing guidance, mentoring, support and regular supervisions and appraisals.</li> <li>• In the context of Chailey's Policies and Procedures, to work as part of a team providing personalised support to children and young adults.</li> <li>• To provide support and guidance in accordance with their Person Centred Plan. This includes doing health action plans and risk assessments.</li> <li>• To learn different methods of communication in order to enable and empower children and young adults to be heard and understood.</li> <li>• To provide all aspects of personal care, maintaining privacy and respecting dignity for children and young people at all times.</li> <li>• To prepare and administer medication and gastrostomy feeds (once trained and assessed as competent).</li> <li>• To support (once trained and assessed) the health needs of the young people as necessary in regard to their specific requirements, such as epilepsy, suction, oxygen etc.</li> </ul>	

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- To drive the service users vehicle to enable the children young people and adults to take part in community activities, trips and appointments.
- Make good use of information technology (emails, Internet, Word, etc.) and assist children and young adults when they require support with their electronic aids and devices.
- To enhance children and young adult's lives by supporting the fulfilment of leisure activities which may include hydrotherapy and swimming, and activities which may take place in the wider community.
- To develop and maintain a good working relationship with external stakeholders, including Parents, Chailey Clinical (CC), Governors, Trustees, Social Workers, Case Managers, Local Authorities and Clinical Commissioning Groups.
- To support service users to make full use of the community resources and facilities.

### **Activities & Engagement:**

- Ensure that Futures Hub has a wide range of exciting and innovative activities built into the weekly timetable, including outings into the wider community.
- Provide support to children, young people and adults with varied and complex disabilities to explore their creativity, stimulate their senses and, most importantly, have fun!
- To communicate with, and support user's to express their individual interests, wishes and aspiration through participation and activity.
- To assist in arranging and take part in special events, such as; family days, open days, exhibitions, marketing events, etc.
- To drive the minibus to enable the children, young people and adults to take part in community activities and trips.

### **Life Skills Centre:**

- Work closely with the Life Skills Centre Manager and administration team to provide cover at the LSC, this may be via your team and/or delivering these activities yourself. Areas of activities include; Art, Cooking, ICT and Sensory.
- Prior to the delivery of any activities, you will liaise with the session coordinator/s to discuss the pre-arranged session plan to ensure that all opportunities are appropriate for the ages of those accessing the sessions and that there is a wide variety of inclusive activities for all abilities and interests.
- You will collate feedback from the sessions delivered and provide feedback to the Life Skills Centre Manager.
- Work closely with the LSC administrative team to ensure all the necessary materials are purchased in time for the delivery of the session.
- Lead, direct and mentor support workers to deliver activities and provide support at the LSC.

### **Sensory:**

- Create relaxing and stimulating opportunities through sensory activities, including the use of our very own sensory room, a space which is designed to create an adaptable environment where an individual's therapy, relaxation, learning and fun can happen free of everyday distractions.

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### Additional Duties:

- To provide information/reports as required by department managers relating to the activities/clubs.
- We consider ourselves to be a cohesive team, therefore support in other areas may be required.

### Professional Development:

- Undertake all induction and mandatory training in Chailey Heritage Foundation and any other appropriate training as required.
- To develop good working relationships with all members of staff and with our Young People where appropriate.
- To participate annually in Performance Management reviews.
- At all times to work within the confines of Chailey Heritage Foundation's confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy.
- Complying at all times with Chailey Heritage Foundation's policies and procedures including the Code of Conduct.
- To undertake any other task that may be reasonably asked of you by your line manager.

*This is not a comprehensive list of all tasks required of the post-holder, it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*

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<b>All attributes deemed essential unless otherwise stated</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ/QCF/Diploma Level 3 in Health & Social Care or equivalent or willing to work towards	✓	
Good standard of education		✓
Level 2 Food Hygiene Certificate or willingness to achieve	✓	
First Aid Certificate or willingness to achieve	✓	
Sensory qualification/training or willingness to achieve	✓	
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with children, young people and adults with disabilities, including complex needs		✓
Understanding the importance of giving the best possible care and support centred on the individual needs and wishes of each service user	✓	
Experience of working in a similar role		✓
Experience in arranging and delivering social activities		✓
Knowledge of how to recognise abuse and safeguarding procedures	✓	
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Able to communicate to a high standard with a range of people using a variety of communication aids.	✓	
Able to work as part of a team, and to work independently, using own initiative	✓	
Good organisational and administrative skills	✓	
Able to prioritise and manage workload	✓	
Can demonstrate good leadership and decision making skills	✓	
Creative Thinking	✓	
Able to make effective use of ICT	✓	
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>

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Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young people with complex needs.	✓	
Enthusiastic and positive attitude and approach	✓	
Able to work under pressure and adaptable to change	✓	
Can demonstrate commitment to promoting the welfare of children and young people with disabilities through safeguarding	✓	
A calm, rational approach to dealing with conflict and resolution management	✓	
Caring and compassionate towards people in need of care and support	✓	
<b>Special Conditions</b>	<b>Essential</b>	<b>Desirable</b>
Willing to work flexibly including evenings and weekends.	✓	