



JOB DESCRIPTION

POST:	Team Leader (Grade 3)
HOURS:	37.5 hours weekly.
ACCOUNTABLE TO:	Accredo Management Board
REPORTING TO:	Operation's Manager

Our mission is to support, develop and enable people who have a range of diverse needs (in particular those with an ASD), assisting them to live as independently as possible as respected members of their local community.

To work in partnership with others to provide a range of innovative, creative and individualised support packages.

This is achieved through Person Centred Planning in which we aim to promote optimum health, foster choice, independence, self-awareness, self-confidence and as far as possible we will support the individual to access stimulating activities in real life settings to learn real life skills and to be treated as equal to others.

The Team Leader will have primary responsibility for the smooth and efficient management of a service(s).

In addition to *leadership* responsibility Team Leaders are directly responsible for supporting, developing and enabling the individual in the pursuance of the above goals.

MAIN DUTIES AND RESPONSIBILITIES

LEADERSHIP

1. Co-ordinate the day-to-day running/activities of a service(s).
2. Participate in and contribute to management decisions associated with the above.

SUPERVISORY

1. Responsible for the leadership, support and supervision of a staff team.

2. Responsible for devising staff rotas, managing absences, covering shifts and taking part on the on-call system in accordance with Accredo's policies.

SUPPORT

1. Responsible for the development of appropriate, individualised and achievable Person Centred Plans.
2. Support and enable the individual to have their say in mapping out and planning current and future service provision.
3. Support and enable where appropriate the individual to set up and maintain their own tenancy.
4. Support, develop and enable the individual in real life settings to learn real life skills, accessing where appropriate Education, Training, Vocation and Leisure activities.
5. Support and enable the individual to maintain their physical well being, this will include where appropriate health care, personal care, medication, fitness and diet.
6. Support and enable the individual to maintain their social well being, this will include where appropriate social understanding, motivation, independence and community presence.
7. Support and enable the individual to maintain their emotional well being, this will include where appropriate flexibility of thought, communication, behaviour management, and family contact.
8. Provide a high standard of hands on support to individuals and role model this for other staff.

FINANCE AND ADMINISTRATION

1. Participate in the preparation of the annual budget of a service(s).
2. Assist in the monitoring/controlling of monthly expenditure within a service(s).
3. Support the individual with finance/benefit claims.
4. Responsible for the management of a petty cash system.
5. Record and maintain accurate written records.

LIASON AND COMMUNICATION

1. Participate in and complete the formal induction programme.
2. Participate in training and development programmes as highlighted through staff supervision and appraisal.
3. Facilitate and contribute to regular staff meetings.
4. Work as part of a staff team to provide a twenty-four hour support package that will require maximum flexibility of attendance. This will include on-call and weekend working.
5. Liaise and maintain links with outside agencies, external professionals and parents/family members including attendance and participation in review and other meetings.

OTHER

Responsible for ensuring that staff adhere to Accredo's policies and procedures and to take a lead in developing, implementing and monitoring them. This includes policies on equal opportunities, health and safety and confidentiality.

Co-ordinate quality assurance and quality monitoring systems as required.

This Job Description is an outline only. It may be altered to take account of changing circumstances.



PERSON SPECIFICATION

POST: TEAM LEADER – GRADE 3

LOCATION: LEICESTERSHIRE

JOB KNOWLEDGE AND EXPERIENCE

1. Knowledge and experience of Autistic Spectrum Disorders (minimum 1 year).
2. Knowledge and experience of people with Learning disabilities or mental health needs
3. Knowledge and experience of support/care work (minimum 3 years).
4. N.V.Q. level 4 or equivalent.
6. Experience of leading, supporting and supervising staff (minimum 1 year).
7. Knowledge of current legislation.

Essential	Desirable
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SKILLS

1. Good written and verbal communication skills.
2. Good planning/organisational skills.
3. Ability to support, develop and enable individuals in the pursuance of individual goals.
4. Ability to facilitate a range of stimulating activities in a range of settings.

Essential	Desirable
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PERSONALITY

1. Ability to demonstrate good practice.
2. Personal flexibility and ability to adapt to change.
3. Ability to work as part of a team.
4. Ability to cope with stressful situations.

Essential	Desirable
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ATTITUDE

1. Commitment to Accredo's Mission, Values and Principles.
2. Ability to identify and manage risk.

Essential	Desirable
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OTHER REQUIREMENTS

1. Ability to work flexible hours, including on-call, evenings, weekends and sleep ins.
2. Ability to take part in a wide range of activities including sport.
3. Ability to drive and a holder of a current valid driving licence.

Essential	Desirable
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