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## Job Description

### Team Leader

#### Introduction

Autism Initiatives is committed to working in partnership with the People Supported, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with Autism Spectrum conditions.

All staff are expected to:

- Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support the People Supported in achieving their goals.
- Work to develop their abilities in line with the Autism Initiatives Competency Framework.
- Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning.
- Adhere to the Autism Initiatives' Code of Conduct and the NI Social Care Council's Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.

#### Location

Team Leaders are usually recruited for specific locations, but may also be required to work at other locations, either temporarily or permanently as required.

#### Line Manager

The Team Leader is managed and supervised by the Service Manager whose area(s) they are located.

The Team Leader will be accountable to their Service Manager for the overall management and quality of the service, in keeping with AI philosophy, aims and objectives. The Team Leader will also be expected to work directly with the People Supported and staff to ensure the effective running of the service.

The role will involve assisting the People Supported as required with the everyday running of the service and to deputise in the absence of the Service Manager as required.

#### Person centred autism specific practice

The Team Leader will:

1. Specifically take account of the choices, needs and wishes of each Person Supported, involving them in their own plans and day to day decisions.

2. Take personal responsibility for learning about each Person Supported and the way autism affects them; for 'listening' to each individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
3. Maintain the People Supported, staff and organisational confidentiality at all times.
4. Develop person centred working relationships with the People Supported, carrying out Key Worker responsibilities if required, in a professional manner.
5. Ensure that *all* documents to support person centred outcome focussed autism practice, as contained in their Working Files, are appropriate and up to date and all plans being used effectively.
6. Ensure that all records (including any staff records) are maintained in an efficient and professional manner and in accordance with the Data Protection Act.
7. Contribute to People Supported reviews and all monitoring and inspections, both in writing and in person, as required. In liaison with the Service Manager prepare/help to prepare a written report for the Area Manager on a monthly basis and keep the Area Manager informed of all matters of concern relating to the People Supported as required.
8. Carry out assessments and write reports as necessary.
9. Ensure personal plans and interventions are reviewed regularly and updated as required and ensure that changes are communicated to relevant persons in a timely manner.
10. Work within the team to support the People Supported in their daily lives, through:
  - Assisting them to develop and maintain a high standard of personal hygiene and appearance.
  - Supporting the People Supported service to make appropriate choices regarding their nutritional needs.
  - Administering medication in accordance with their needs and Kardex's and also ensuring medication policy and procedures are adhered and staff are competent in administering medication.
  - Accompanying the People Supported to the dentist, doctor, hairdresser and other appointments as appropriate.
  - Reporting to the Service Manager any concerns regarding the People Supported welfare including health and safety issues and safeguarding concerns.
  - Supporting the People Supported in their personal care needs such as bathing, dressing, shaving, and assisting them to learn self-care and with direct support where required.
  - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual People Supported interests, choices, needs, activity plans and support plans.
  - Accompanying the People Supported on trips and holidays to various locations (including abroad) when required.
  - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary and ensuring tasks are delegated fairly.
  - Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.

- Using 'Positive Intervention Support Planning' to support the People Supported in managing their own challenging behaviours.

## **Quality**

The Team Leader will:

1. Be aware of national standards and key outcomes for the service and be aware of promoting a positive working environment for employees.
2. Attend all meetings which contribute to quality development as required/directed.
3. In liaison with the Service Manager, ensure all internal and external regulatory monitoring visits e.g. internal Peer Reviews and RQIA inspections are prepared for and responded to in a timely and efficient manner.
4. Ensure all actions arising from inspections and monitoring are recorded, acted upon, and improvements evidenced and forwarded to the relevant persons in a timely manner.
5. As directed by the Service Manager ensure that all reports required by senior managers are completed in an efficient and timely manner, using electronic systems where appropriate.
6. Following the transition procedure, ensure all information is relevant, up to date and recorded on the appropriate records as required.
7. Maintain all written records relating to the service as required.

## **Resources and systems**

### **People/Staffing**

The Team Leader will:

1. In liaison with the Service Manager and HR, when appropriate, recruit and interview staff. Maintain the required staffing levels for the contracts and People Supported, in accordance with organisational procedures and current legislation. The Team Leader must ensure they receive training before taking part in the recruitment process.
2. Forward plan duty rotas using the Rota Management System as directed by the Service Manager. Ensure there is an adequate number and skill/working knowledge mix of support staff members available to meet the needs of the People Supported within the allocated budget.
3. Ensure all absence is managed according to the Absence Management Policy, notification procedures are being followed and documentation to certify absence is being obtained. All employees must receive a return to work interview on their return from work for any absence. All absence information should be forwarded to the HR department without delay. Guidance should be sought from HR in relation to absence meetings and long term absences.

4. In liaison with the Service Manager hold/partake in regular team meetings and support effective teamwork and ensure clear, positive communication channels. Organise and chair monthly team meetings within the service if required.
5. Offer day to day advice and guidance to staff, giving formal supervision and appraisal as required according to policy to ensure best person centred autism practice by the staff team. Forward support / annual review documents to the HR department.
6. Ensure that all staff access mandatory and development training and that learning is transferred to practice.
7. Plan and deliver training to your staff team as required/directed.
8. Contribute to the on call system for own and other services if required
9. If directed by management, participate in any investigations, grievances, complaints or disciplinary actions, in accordance with the organisation's procedures and in liaison with the HR department. Ensure you have received training before partaking in this process.
10. In liaison with the Service Manager compile and prepare salary returns for the staff team and submit them to the line management by the designated dates.

## **Finance**

The Team Leader will:

1. Liaise with and take guidance/direction from the Service Manager and the Finance team in the preparation of the annual budgets.
2. At all times work within budget, maintaining and recording all financial information, including those related to the People Supported own monies as well as the service's petty cash. Highlight any concerns to the Service Manager without delay.
3. Ensure that People Supported are receiving all entitlements owed, with regard to benefits payments. Any concerns bring to the Service Manager without delay.
4. Ensure Management Accounts are scrutinised and any discrepancies reported and rectified with the support of finance team.
5. Ensure cash within the service/home is managed in accordance with the organisations procedures.
6. Follow the Finance policy and finance training provided in relation to People Supported monies, purchases and obtaining quotes/ internal management authorisation before acting. Following policy for all other financial matters in service.

## **Health and Safety**

The Team Leader will:

1. Ensure that the service buildings and environment is maintained to an acceptable standard, being clean, comfortable and safe and equipment is stored in accordance with Health & Safety requirements in liaison with the Service Manager.
2. Ensure that Health & Safety checks occur as required and plans are developed and appropriate records kept in liaison with the Service Manager.
3. Ensure all reporting is completed as required and in accordance with the Data Protection Act.
4. Ensure that a record is maintained of all accidents / incidents / near misses for the People Supported and staff and ensure these records are forwarded to the relevant authorities if required (as guided by the Service Manager) and the Health and Safety officer in Autism Initiatives.
5. Ensure that potential hazards in all areas are assessed and that action is taken to minimise any identified risk in liaison with the Service Manager and Autism Initiatives Health and Safety.
6. Ensure Health & Safety procedures and policies are adhered to at all times.

### **Working together**

The Team Leader will:

1. Develop and maintain effective working relationships with internal colleagues and external stakeholders and teams so that we provide an efficient People Supported outcome focussed service.
2. Build and maintain a professional, positive working relationship with families and significant people in the People Supported lives.
3. Build and maintain effective professional working relationships with commissioners, health professionals and other colleagues whose work impacts on the lives of the People Supported.
4. Engage with and contribute positively to local groups, creating and maximising opportunities for People Supported to be a part of the community.
5. Attend and report on local provider and other forums as required.
6. Ensure that all feedback, including Complaints, Compliments, and Suggestions, is encouraged, recorded, reported and used to improve the service.

### **Personal development**

The Team Leader will:

1. Attend all relevant and required training and development programmes and refresher training.
2. Change their practice as a result of development experiences as required.

3. Continuously develop their own professional leadership style, being a positive role model for their team and colleagues.
4. Attend and contribute to own supervisions, appraisals, training and other events as required.
5. The team leader will be required to be registered with NISCC and to maintain this annual registration.
6. Be committed to developing their career with Autism Initiatives, including the completion of the level 5 QCF in Health and Social Care, if they do not already have this qualification.

### **General**

The Team Leader will:

1. Work designated periods of rotation of the on call rota if required.
2. Attend and support particular functions and events throughout the year if required.
3. Not, at any time, act in such a way as to bring the Company into disrepute.
4. Work and promote a harmonious working environment free from any form of bullying or harassment.
5. Undertake any other duties as reasonably requested, relative to the objective of the post.
6. Adhere to confidentiality policies at all times.

The Team Leader will also undertake any other task, or work which arises within the scope of the role in order to meet the needs of the service, the People Supported or the Company and in keeping with regulatory and legislative requirements. Duties will at all times be undertaken in compliance with AI's policies and procedures, including Health and Safety.

This job description is not definitive and may vary in accordance with changing needs.

**September 2024**

## **JOB CRITERIA – TEAM LEADER**

To assist the Service Manager in every aspect of the running of the service as directed and to deputise in the absence of the Service Manager as required.

### **ESSENTIAL**

- Minimum QCF Level 3 in Health and Social Care, or equivalent qualification in a related subject.
- Minimum of one year's experience in a Senior Support role, supporting people with Autism or learning disabilities and associated conditions.
- GCSE English and Maths at grade C or above, or equivalent.
- Proficient in Microsoft Office.
- A full UK driving licence to be held for a minimum of one year.
- Be flexible to work according to the needs of our services.
- NISCC registered or apply to register on appointment.

Person Specification	
Job Title: Team Leader	
ESSENTIAL	HOW ASSESSED
<ul style="list-style-type: none"> <li>• Ability to show compassion and empathy.</li> <li>• Able to work effectively in partnership with the People Supported, families, colleagues, and other professionals.</li> <li>• Clear verbal communication.</li> <li>• Recognition of the importance of active listening.</li> <li>• Written communication and understanding.</li> <li>• Ability to understand and complete relevant numeric and written documents and reports.</li> <li>• Professional approach and behaviours.</li> <li>• Knowledge of current legislation and regulations for Health and Social Care.</li> <li>• Working knowledge of national standards.</li> <li>• Understanding of what 'a person centred approach' means.</li> <li>• Ability to work effectively as part of, and to manage a team.</li> <li>• Flexibility and resilience: The ability to meet the changing needs of service and People Supported.</li> </ul>	<p>Application form, interview and references.</p> <p>Application form, interview and references.</p> <p>Interview.</p> <p>Interview.</p> <p>Application form and interview.</p> <p>Application and interview.</p> <p>Interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p> <p>Application form and interview.</p>
Other assessment methods may apply in addition to interviews.	
September 2024	



## **Terms and Conditions**

<b>Post:</b>	Team Leader
<b>Hours:</b>	40 hours per week, shift work on a rota pattern to meet the needs of the service.
<b>Salary Range:</b>	£29,805 per annum (based on 40 hours per week) (£14.22 per hour).
<b>Leave:</b>	23 Days Annual Leave per year.
<b>Bank Holidays:</b>	10 Days per year.
<b>Probation:</b>	6 Months, 12 week assessment process.
<b>Occupational Health Benefit:</b>	The organisation operates an Occupation Health Benefit scheme.
<b>Pension:</b>	Automatic enrolment with option to opt out.
<b>Equal Opportunities:</b>	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community.