



JOB DESCRIPTION

POST	Team Leader
DEPARTMENT	Tuned In Project
SALARY	£28556 per annum
REPORTS TO	Deputy Manager/ Project Manager (DM/PM)
DIRECT REPORTS	None
WORKING PATTERN	TERM TIME 8.45am-3.45pm and Monday and Thursday evenings 5.45pm to 9.15pm ALL OTHER TIMES 8.45am- 4.45pm Monday to Thursday 8.45am - 4.15pm Friday
CONTRACTUAL HOURS	37 hours per week
BUDGET RESPONSIBILITY	£5,000 (Social Programming)

JOB PURPOSE

The key skills required in this role are strong communication and interpersonal abilities to facilitate high-functioning team performance. We expect our Team Leaders to:

- Inspire, guide, and motivate the Learning Support Worker (LSW) team to deliver a high-quality service that removes barriers to learning.
- Oversee daily operations of the project, ensuring effective student supervision and behaviour management.
- Promote a culture of continuous improvement, upholding professional standards and best practices throughout the team.



MAIN DUTIES AND RESPONSIBILITIES

CORE DUTIES:

Work alongside the Deputy Manager and Project Manager in order to complete and oversee the following duties-

- To support the planning, implementation, monitoring and evaluation of both internal and external activities, completing risk assessments where appropriate.
- To lead and support the LSW team in their daily duties ensuring they are offering the appropriate support to each individual student including allocating students to LSW's and supporting delivery of programs.
- Coordinate LSW's absence liaising with Project Manager/Deputy Manager to reassign staff in situations where staff or Tutor's absence occurs managing day to day changes.
- In conjunction with the Deputy Manager support and complete annual reviews with relevant statutory bodies and parents as assigned by the Project Manager.
- Prepare cleaning rotas's and supervise completion of tasks
- To support collaborative and constructive team working so that agreed outcomes are met.
- To liaise with external agencies forming effective relationships where required and promoting the image and reputation of the project as directed by PM/ DM.
- To be aware of and have a working knowledge of relevant legislation and organisational policies and procedures.
- Support LSW in specific type of service delivery including personal care, support for learning, social interaction, assistance with practical tasks, reassurance and guidance.
- Organise staff rota's and activities for social programmes.
- Liaise with the Finance Officer and Deputy Manager to support social activities, transport and medical support for relevant students.

Support for Learning

- To support LSW's in the delivery of learning with the participants, ensuring they provide the appropriate support to the tutor in each lesson.
- Collect and return appropriate equipment, set up and assist participants in its use. Audit equipment and ensure fit for purpose. Report repairs or maintenance to the Deputy Manager/PM in a timely manner.
- With the DM develop and maintain support plans for students identifying individual goals and targets in order to provide participants with maximum opportunities to practise and develop relevant skills throughout their attendance. Ensure plans are communicated to all relevant staff.
- To provide student directed feedback to Tutors supporting continuous service improvement.
- Organise staff rota's and activities for social programmes.



Personal Care/Personalised Support

- Ensuring all LSW's are adhering to each students individual personal care plan, monitoring students development in line with their agreed personal programme and procedures.
- To guide and assist learners to move between activities in and out of the Centre where appropriate.
- To attend team and communication meetings, mandatory team meetings.

Social Interaction

- To Supervise the LSW ensuring they facilitate appropriate social interactions which enable the participant/s to make the most of recreational time and access to the community ensuring participants are treated with dignity, courtesy and respect at all times.
- Support the Student in presenting themselves in a positive light to their peers and the wider community.
- Manage safeguarding in all social interactions.

Miscellaneous

- Participate in a programme of continuous professional development and undertake training as necessary in negotiation with the Project Manager/ Deputy Manager.
- To promote a positive image of Tuned In to others including agencies or professionals you may meet in your role and to participants' relatives, ensuring confidentiality is not breached.
- Take a lead role in project promotion through social media. (Facebook, Twitter, Instagram etc)
- Monitor usage of personal mobile phones during working hours and ensure usage is during official breaks.

General Duties:

- To actively promote Equality & Diversity, encouraging staff awareness and participation in all areas
- To actively promote the safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Project Manager/ DM or other Senior Staff within the organisation.
- To respect and maintain the confidentiality of the organisation, participants and participants families.
- To oversee and ensure the general housekeeping within project premises.



The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

Please note: Successful applicants will be required to complete a satisfactory Enhanced Access NI Check



PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

	CATEGORY	ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	KNOWLEDGE			
1.	Knowledge and experience of working/ volunteering in Schools/ Colleges/ Projects/ Health Care Environments with learners who have learning difficulties and/or disabilities.	✓		AF & I
2.	Able to demonstrate knowledge of and commitment to all relevant legislation and organisational policies with the ability to incorporate it into support for learning.	✓		AF & I
3.	Clear commitment to the principles and practices of safeguarding.	✓		AF & I
4.	Knowledge and experience of working with spread sheets, websites, social media and word processing packages.		✓	I
5.	Knowledge of learning disability and associated mental health issues.	✓		I
	ABILITIES/SKILLS/EXPERIENCE			
6.	A minimum of 2 years experience working in a Social Care/ Health Care/ Day opportunity setting .	✓		AF



7.	Experience of working in partnership with participants, parents/carers and liaising with statutory or other agencies.	✓		I
8.	Proven experience of financial planning and managing monies.		✓	AF & I
9.	Proven experience of motivating participants.	✓		I
10.	Experience of challenging behaviours/complex needs.	✓		I
11.	Demonstrate the ability to delegate	✓		AF & I
12.	Have relevant experience of supporting learning at a range of levels.	✓		AF & I
13.	Ability to communicate effectively, both in writing and orally with a wide range of people including Project staff to ensure that the requirements of the post are met.	✓		I & T
14.	Ability to plan and prioritise workload.	✓		I
15.	Ability to establish, maintain and update record keeping systems as required.	✓		AF
16.	Ability to work effectively as part of a team and on your own initiative	✓		I
17.	Experience of Risk Assessment	✓		AF & I
18.	Driving Licence and access to a car		✓	
QUALIFICATIONS				
19.	Educated to Level 4 or working towards your level 4 qualification*/ equivalent in a health/ psychology/ youth work/ related fields, with GCSE A*- C or equivalent in both English and Mathematics.	✓		AF

*Must be completed before the end of your mandatory probation period.

