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Registered Charity No. 1100722

## TEAM LEADER

### ROLES AND RESPONSIBILITIES

Autism Bedfordshire's services are provided by means of specific funding processes. Where these become unavailable it may mean a restriction or suspension of services. The position detailed in this document is subject to specific funding availability. Autism Bedfordshire are not able to guarantee the duration, location or availability of this position. Where specific funding is not available every endeavor will be made to find a reasonable alternative to the agreed terms of association. In some cases this may not be possible. This does not affect your statutory rights.

**Agreed Terms of Association:** Part time hours – Up to 6hrs per month

**Valid From:** 22/07/2021

**Line Management:** Adult Skills Tutor and Support Officer

**Responsibilities:** To plan, supervise and run scheduled Autism Bedfordshire activities subject to guidance from the Adult Skills Tutor and Support Officer.

#### Planning

- In partnership with the service users, develop plan and deliver session themes and locations with due regard given to any significant risk factors.
- Regularly inform service users of upcoming sessions.
- Allow time to integrate new service users into the sessions.

#### Health, Safety and Welfare

- Ensure that information detailing staff, volunteers and individuals in our care's specific medical and welfare requirements is sourced and stored in line with Autism Bedfordshire's Data Protection Policy.
- Ensure that measures are put in place to make provision for the specific medical and welfare requirements of staff, volunteers and individuals in our care at all times.
- Ensure that sites are checked for safety, suitability and hazards prior to the beginning of, and following the end of scheduled Autism Bedfordshire activities.
- Ensure that hazards are recorded and reported to the Course Lead and Service Manager, and that appropriate action is taken to ensure the Health, Safety and Welfare of all people on site.
- Ensure that Health, Safety and Welfare policies are implemented and that relevant notices are displayed as required.
- Make certain that training, resources and procedures are in place to ensure the Health, Safety and Welfare of all people on site.
- Ensure that a relevant ratio of First-Aiders attend scheduled Autism Bedfordshire activities reporting any incidents needs to the Adult Skills Tutor and Support Officer.
- Ensure First-Aid provisions are readily accessible and that these locations are clearly signposted.
- Document all accidents, near misses and incidents – Reporting these to the Adult Skills Tutor and Support Officer in accordance with the Health, Safety and Welfare, Data Protection & Confidentiality policies.

- Allocate appropriate supervision to high risk areas for all scheduled Autism Bedfordshire activities.

### **Fire and Emergency Procedures**

- Ensure specific fire and emergency evacuation requirements for facilities accessed by Autism Bedfordshire are adhered to.
- Ensure that all people on site document their arrival and departure times in the Fire Register.
- Ensure all people on site are made aware of the Fire and Emergency Evacuation Procedure.
- Carry out a Fire and Emergency Evacuation practice once per academic term, timing and recording this in the relevant files.

### **Policies and Procedures**

- Carry out all operations in line with Autism Bedfordshire's Policies and Procedures.
- Ensure all paid staff and voluntary workers have access to Autism Bedfordshire's Policies and Procedures and carry out their duties within these directives
- Support and promote Autism Bedfordshire's Safeguarding Policy.
- Report safeguarding concerns to Autism Bedfordshire's Safeguarding Officer.
- Adhere to the Autism Bedfordshire Data Protection & Confidentiality Policies.
- Ensure all confidential material is kept in secure storage in line with Autism Bedfordshire's Data Protection & Confidentiality Policies.
- Ensure all paid staff and voluntary workers have signed Autism Bedfordshire's Data Protection & Confidentiality Policy.

### **Petty Cash**

- Ensure that arrangements are made for sufficient petty cash to be available for scheduled Autism Bedfordshire activities.
- Ensure that petty cash is checked, signed and counter signed for upon receipt from, and following return to the Development Team.
- Ensure transactions for small items and refreshments are documented on the relevant claims forms and exchanged for petty cash.
- Ensure all finance documentation is completed and submitted to the Development Team.
- Purchase necessary equipment, resources and refreshments to a specified budget agreed with the Development Team.

### **Administration and Other Duties**

- Develop and maintain good working relationships with venues accessed by Autism Bedfordshire's services.
- Ensure premises are left clean and tidy following scheduled Autism Bedfordshire activities and that breakages are reported to the Development Team.
- Inform the Development Team of information becoming apparent that will either directly or indirectly affect the running of scheduled Autism Bedfordshire activities.
- In conjunction with Team Leaders carry out administration work as required to assist the running of scheduled Autism Bedfordshire activities.
- Where required carry out additional duties not specified in the Terms of Association in agreement with the Development Team.

### **Team Leaders**

In conjunction with the Development Team allocate individual responsibilities for Team Leaders in the following areas:

- Administration, Logistics, Policies and Procedures.
- Parents, Guardians, Paid Staff and Voluntary Workers.
- Behaviour and Communication.

## **Scheduled Activities**

- Promote social and communication development through stimulating activities appropriate to age range and abilities.
- Where required arrange for refreshments to be provided for individuals accessing our services.
- Ensure that Risk Assessments have been completed for all scheduled activities, visiting external agencies and main venue facilities prior to use.
- Provide feedback from individuals accessing our services to the wider team.

## **Committees and Meetings**

- Liaise with individuals accessing our services to determine the demand for specific committees to develop and improve our services.
- Where required plan, schedule, attend and document committee meetings feeding back to the Development Team.
- Where required attend meetings addressing the needs of individuals accessing our services.