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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 endeavour 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: Up to 8 hours per day during summer activity scheme week plus additional hours to deliver training day, taster session, set up and planning.

Valid From: 1st October 2009

Line Management: Senior Team Leader

Responsibilities: To assist the Senior Team Leader in the planning, supervision and running of scheduled Autism Bedfordshire activities.

Planning

- Assist the Senior Team Leader in completing long, mid, and short term planning for scheduled Autism Bedfordshire activities; including required resources, scheduled activities, safety assessment schedules, training programmes, education programmes, legal obligations, and worker requirements.
- Assist the Senior Team Leader and the Children's Services Team in developing Measurable Outcome Plans for individuals accessing our services.
- Ensure that comprehensive Risk Assessments have been carried out for all scheduled activities, visiting external agencies and the main venues facilities prior to use.
- Where required plan, schedule, attend and minute committee meetings - Feeding back to the Senior Team Leader and the Children's Services Team.

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.

- Assist the Senior Team Leader in ensuring that Health, Safety and Welfare policies are implemented and that relevant notices are displayed as required.
- Assist the Senior Team Leader in making sure that training, resources and procedures are in place to ensure the Health, Safety and Welfare of all people on site.
- Assist the Senior Team Leader in ensuring that relevant ratios of First-Aiders attend scheduled Autism Bedfordshire activities reporting any needs to the Children's Services Team.
- Assist the Senior Team Leader in ensuring that First-Aid provisions are readily accessible and that these locations are clearly signposted.
- Document all Accidents, Near Misses and Incidents – Reporting these to the Children's Services Team in accordance with the Health, Safety and Welfare, Data Protection & Confidentiality Policies.
- Assist the Senior Team Leader in ensuring that appropriate supervision to High Risk areas is made 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.
- Assist the Senior Team Leader in ensuring that all people on site document their arrival and departure times in the Fire Register.
- Assist the Senior Team Leader in ensuring all people on site are made aware of the Fire and Emergency Evacuation Procedure.
- Assist the Senior Team Leader in carrying 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.
- Assist the Senior Team Leader in ensuring all paid staff and voluntary workers have a current copy of Autism Bedfordshire 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.
- Assist the Senior Team Leader in ensuring all paid staff and voluntary workers have signed Autism Bedfordshire's Data Protection & Confidentiality Policy.

Petty Cash

- Assist the Senior Team Leader in ensuring that arrangements are made for sufficient petty cash to be available for scheduled Autism Bedfordshire activities.
- Assist the Senior Team Leader in ensuring transactions for small items and refreshments are documented on the relevant claims forms and exchanged for petty cash.
- Assist the Senior Team Leader in ensuring all finance documentation is completed and submitted to the Children's Services Team.
- Where required purchase necessary equipment, resources and refreshments to a specified budget agreed with the Senior Team Leader and the Children's Services Team.

Administration and Other Duties

- Assist the Senior Team Leader in ensuring that good working relationships are developed and maintained 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 Children's Services Team.
- Inform the Senior Team Leader and the Children's Services Team of information becoming apparent that will either directly or indirectly affect the running of scheduled Autism Bedfordshire activities.
- Under guidance from the Senior Team Leader 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 Senior Team Leader and the Children's Services Team.

Team Leaders

Under guidance from the Senior Team Leader and the Children's Services Team take individual responsibility to carry out duties in the following areas:

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

Paid Staff and Voluntary Workers

- Assist the Senior Team Leader in ensuring all paid staff and voluntary workers wear appropriate attire and display professional conduct at all times.
- Assist the Senior Team Leader in assigning roles for to set up, run and clear away of scheduled Autism Bedfordshire activities.
- Assist the Senior Team Leader in making appropriate worker allocations for individuals accessing our services.
- Assist the Senior Team Leader in ensuring all paid staff and voluntary workers have access to sufficient welfare breaks.
- Assist the Senior Team Leader in ensuring all paid staff and voluntary workers document their attendance in Autism Bedfordshire's activity registers and submit these for processing with any expense claim forms to the Children's Services Team.
- Act as an advocate for paid staff and voluntary workers, feeding back to the Senior Team Leader and the Children's Services Team.
- Assist the Senior Team Leader in maintaining accurate records of paid staff and voluntary workers and support these in their individual professional development.
- Assist the Senior Team Leader in delivering training programmes to paid staff and voluntary workers.

Family, Child, Young Person and Individual Attendance

- Liaise with the Senior Team Leader and the Children's Services Team to compile the Family, Child, Young Person and Individual registers prior to each scheduled Autism Bedfordshire activity.
- Ensure that only individuals on Autism Bedfordshire's attendance registers access scheduled activities reporting any issues to the Senior Team Leader and the Children's Services Team.
- Ensure that only known parents/carers/staff take over responsibility for individuals in our care.
- Assist the Senior Team Leader in ensuring all registers are completed following the end of scheduled Autism Bedfordshire activities and are submitted as required to the Children's Services Team.
- Assist the Senior Team Leader in ensuring that individuals accessing our services have appropriate support.

- Assist the Senior Team Leader in ensuring that where required, parents/carers remain on site at all times and are responsible for their dependants.
- Assist the Senior Team Leader in ensuring that where required provision is made to set up an area for parents, carers and visitors; including refreshments and reading materials.

Scheduled Activities

- Assist the Senior Team Leader in planning and setting up safe areas for scheduled activities.
- Assist the Senior Team Leader in promoting social and communication development through stimulating activities appropriate to age range and abilities.
- Assist the Senior Team Leader in drawing up Activity Schedules detailing the activity, location, duration, content, resources and objectives for scheduled activities.
- Assist the Senior Team Leader in including government initiatives and agendas promoting the best interests of individuals in our care within scheduled activities.
- 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 venues facilities prior to use.
- Provide feedback from individuals accessing our services to the Children's Services Team.

Committees and Meetings

- Under guidance from the Senior Team Leader 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 minute committee meetings feeding back to the Senior Team Leader and the Children's Services Team.
- Where required attend meetings addressing the needs of individuals accessing our services.

PERSON SPECIFICATION – TEAM LEADER

PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Good Organisational Skills	X	
Good Communication Skills	X	
Good Delegation Skills	X	
Good Mediation Skills	X	
Commitment to Seek and Promote the Best Interests of Individuals in Our Care at All Times	X	
Commitment to Equal Opportunities	X	
Commitment to Health Safety and Welfare	X	
Empathy for Individuals in Our Care's Specific Requirements	X	
Ability to Relate Sensitively to Parents or Guardians	X	
Ability to Display Professional Conduct at All Times	X	
Ability to Use Initiative	X	
Ability to Work Under Pressure	X	
Ability to Solve Problems as They Arise	X	
Ability to Positively Motivate Self and Others	X	
Ability to Work Within a Team	X	
Ability to Communicate Effectively With Individuals in Our Care, Parents, Guardians and Staff	X	
Ability to Demonstrate a Flexible Approach in the Work Environment	X	
Willing to Learn New Skills	X	
Experience of Writing and Presenting Reports		X
Have Access to Own Transport		X

WORK EXPERIENCE	ESSENTIAL	DESIRABLE
Management and Supervision Experience		X
Managing in the Voluntary Sector		X
Experience of Health/Education/Social Care Roles	X	
Experience of Managing Challenging Behaviour	X	

KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of Autism	X	
Knowledge of Asperger's Syndrome	X	
Knowledge of Special Education Needs		X
The use of Visual Structure to Support Individuals With ASC. (Signs, Symbols and Schedules)		X
Knowledge of Computer Applications (Microsoft Office)		X
Knowledge of HSE Requirements (Health and Safety Executive)	X	
Knowledge of OFSTED (Office for Standards in Education) and/or CSCI (Commission for Social Care Inspection)	X	
Knowledge of National Strategies affecting Individuals in Our Care	X	

QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSEs or Equivalent Qualifications	X	
Health/Education/Social Care Qualifications (Level 3)	X	
First Aid Certification		X
Food Hygiene Certification		X
Health, Safety and Welfare Training		X