

MERTON MENCAP

Deputy Team Leader

Job Description

Title:	Deputy Team Leader
Responsible to:	The Team Leader or, in their absence, the Projects Manager (young people)
Hours:	Hours relevant to the project worked on Additional hours required for training, supervision, meetings and visiting, by agreement
Salary:	£10.50 per hour at the club £7 per hour for additional hours, as stated above
Place of Work:	Various depending on Project

Job Purpose

To support the team leader at the club, and deputise where necessary, in managing the staff and overseeing the safe delivery of activities at the project.

Responsibilities/activities/duties

- To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding children and vulnerable adults, health and safety practice and equal opportunities
- To assist in providing support in accordance with the assessed needs of the children attending the club, their personal profile, risk assessment and individual care/development plan
- To be familiar with and act in accordance with the procedures for health and safety regulations at any premises where project activities take place, particularly fire evacuation procedures
- To assist in supervising service users' arrival and departure
- To liaise with the team leader to understand any health needs of service users and to assist in ensuring that service users only participate in activities appropriate to these needs
- To assist with the delivery of various activities and to encourage and facilitate the service users' involvement in the activities, in accordance with the risk assessments
- To assist in ensuring that any service users' personal care needs are managed appropriately, in line with service users' risk assessment and Merton Mencap's policies and procedures

- To assist in co-ordinating the setting up and clearing away of equipment/materials during activities
 - To support the Team Leader in the proper completion of any relevant paperwork and records connected with the project, in particular, registers, de-brief and session evaluation forms, incident forms and any service users' development plans, and to assist the Team Leader to ensure records are available at the Merton Mencap office before the deadline provided
 - To deputise for the Team Leader where necessary (for example, during Team Leader's annual leave or sickness) and in such instances to manage the safe delivery of the service, including instructing and managing staff, co-ordinating activities, managing finances, ensuring the proper completion of records and their availability at the Merton Mencap office, ensuring good communication with parents and responsible carers, and liaising with the relevant Projects Manager
 - To be willing and to make reasonable efforts to be available to undertake necessary training to keep up to date with current issues and good practice relating to working with people with a learning disability, in particular training associated with safeguarding and health and safety
 - To be willing to undertake other training, such as in medical needs, moving and handling, personal care and challenging behaviour and, if required, to carry out duties in those areas in the context of Merton Mencap's policies and procedures
 - To be willing to work outside normal hours and to be occasionally contacted out of hours, as necessary
 - To take part in any project meetings to plan or review services, as necessary
 - To undertake any other duties consistent with the post
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