

MERTON MENCAP

Deputy Team Leader – Holiday Playscheme Job Description

Title:	Deputy Team Leader – Holiday Playscheme
Responsible to:	The team leader, in the first instance, and the Projects Manager (young people)
Hours:	Various days during the holidays, normally 7hrs per day, plus escorting Additional hours required for training, supervision, meetings and visiting, by agreement
Salary:	£11 per hour on the project and escorting £7 per hour for additional hours, as stated above
Place of Work:	Various, in the community

Job Purpose

To support the team leader and deputise, where required, to manage the staff and oversee the safe delivery of community activities for children with a learning disability.

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 work with the team leader and relevant Projects Manager to assess the needs of service users and to provide support in accordance with their personal profile, risk assessment and any individual care/development plans
- To assist with the co-ordination and delivery of various community activities, in accordance with our risk assessments
- 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 the team leader to ensure that activities are co-ordinated and evaluated
- To assist the team leader to supervise service users' arrival and departure, as arranged, and to act as escort on transport, if required
- To work well in a team, particularly when taking service users out into the community to access mainstream activities

- 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 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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