

MERTON MENCAP

Team Leader

Job Description

Title:	Team Leader
Responsible to:	Projects Managers
Hours:	By Agreement to cover holiday projects and holiday and sickness cover
Salary:	£12 per hour at the club £7 per hour for additional hours, such as meetings and training
Place of Work:	Across Merton depending on the projects you will be working on

Job Purpose

To manage the staff and volunteers and oversee the safe delivery of activities at the projects you will be working on.

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 relevant Project Manager to assess the needs of the children or adults attending the club and to provide support in accordance with their personal profile, risk assessment and any 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, and to be responsible for ensuring all project staff, service users and any visitors are familiar with the same
- To supervise service users' arrival and departure, and to be available to parents and carers at this time, and to ensure all service users leave the club as arranged
- To work with the relevant Project Manager in the delivery of various activities and to encourage and facilitate the service users' involvement in the activities, in accordance with the risk assessments
- To liaise with the relevant Project Manager to understand any health needs of service users, to ensure these needs are appropriately communicated to relevant staff at the club and to oversee that service users only participate in activities appropriate to these needs
- To manage the staff and the club, providing instruction during club activities and periodic supervision and appraisal, and to identify staff training needs. Carry out staff supervisions and appraisals where appropriate

- To oversee 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 ensure that any information which needs to be passed to the parent or responsible carer (e.g. details of accidents or incidents) is communicated promptly, clearly and professionally
 - To co-ordinate the setting up and clearing away of equipment/materials during activities
 - To oversee 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 ensure records are available at the Merton Mencap office before the deadline provided
 - In the event of any short-term planned absence (e.g. annual leave), to plan effectively with staff covering the Team Leader role (e.g. Deputy Team Leader) to ensure continuity of service, where appropriate
 - 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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