

## **MERTON MENCAP**

### **Team Leader – Holiday Playscheme Job Description**

<b>Title:</b>	Team Leader – Holiday Playscheme
<b>Responsible to:</b>	Projects Manager (young people)
<b>Hours:</b>	Various days during the holidays, normally 7hrs per day, plus escorting Additional hours required for training, supervision, meetings and visiting, by agreement
<b>Salary:</b>	£12.50 per hour on the project and escorting £7 per hour for additional hours, as stated above
<b>Place of Work:</b>	Various, in the community

#### **Job Purpose**

To manage the staff and oversee the safe delivery of community activities for children with a learning disability and autism.

#### **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 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 work with the relevant Projects Manager and 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, and to be responsible for ensuring all project staff, service users and any visitors are familiar with the same
- To manage the staff, providing instruction and periodic supervision and appraisal, and to identify staff training needs
- To supervise service users' arrival and departure, as arranged, and to oversee staff escorting on transport (and to act as escort, if required)
- To oversee that activities are co-ordinated and evaluated, in line with the relevant Projects Manager's instruction

- To work well in a team, particularly when taking service users out into the community to access mainstream activities
  - 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 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
  - 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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