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# Role Profile

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<b>Position:</b>	<b>Team Leader (Horticulture, Healthy Lifestyles and Sensory Development)</b>
<b>Grade:</b>	<b>F2.1-2.2 £21,468 – £22,005</b>
<b>Tenure:</b>	<b>Permanent, Full Time</b>
<b>Responsible to:</b>	<b>Service Manager/Deputy Service Manager</b>

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## PURPOSE OF POSITION

The people supported by Fernley have a range of learning disabilities and many have high and complex care needs.

The role of the Team Leader is to focus the team, coordinate team logistics and actively contribute to the development of the staff team and provide leadership and guidance. The Team Leader will ensure that the service provided is of optimal standards.

The post holder will serve as a focal point to deliver and monitor wide and stimulating programmes of activities which develop the service users' physical, social, psychological, spiritual well-being, as well as promoting and maintaining the service users' independence to the maximum extent possible. They will ensure in providing a service of care that will enable them to lead as independent a lifestyle as possible by providing individual flexible learning programmes in a range of environments. The Team Leader will ensure that all personal care, and all activity programmes are risk-assessed, that risk-taking is appropriately managed and meets the individual needs and wishes of the individuals concerned.

The post holder leads a team consisting of Senior Activity Co-ordinators and Activity Support Workers and in conjunction with them, will offer high levels of personal care and support, and ensure the developmental needs of the service users are met through structured, bespoke and integrated person centred programmes.

The Team Leader will work collaboratively with other Team Leaders and Managers all will take charge in the absence of the Manager and/or Deputy Manager.

The Team Leader will take the lead in activities relating to Horticulture, Healthy Lifestyles and Sensory Development ensuring that Fernley offers an integrated programme for all its customers, and take part in the overall running of the Resource Centre and its programmes.

The Team Leader will develop and execute communication strategies, they will ensure improvements to functionality and advise on maximising potential by using person centred approaches, such as intensive interaction, and inclusive technology with the outcome of maximising service users' communication skills. The Senior Activity Worker will support the Team Leader who will monitor and evaluate the activities. The Team leader will play a leading role in shaping the content, tone and mode of delivery of key activities.

The Team Leader will assess individuals to ensure their care and support needs are met. They will also ensure that all activities are of high standard and appropriate to meet the individuals choice, social and educational needs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

### Leadership

- To be personally responsible for the standard and quality of the service, in particular providing an example to colleagues in relation to interactions and programme development with the people we support.
- Support the Service Manager and Deputy Service Manager to achieve a high standard of support, care and development for all of Fernley's service users.
- Proactively plan, arrange and deliver a wide range of programmes of activities across Fernley, but taking the lead in activities in the fields of: Horticulture, Healthy Lifestyles and Sensory Development
- To monitor, review and assess the programmes and sessions held, to provide feedback to all involved. To ensure action plans are developed and carried out in order to achieve continuous improvement.
- Be responsible for organising and participating at handovers, staff / service user meetings and training programmes. Plan and organise training and induction of junior staff.

- Support individual service users ,being aware of their individual care plans, under the keyworker system, ensuring that service users obtain what is their right and achieve independence
- Help maintain service users' physical, mental, emotional and social alertness by delivering an effective and efficient personalised service which will include a bespoke programme of activities.
- Ensure the people we support develop and maintain relationships, participate in and contribute to the local community.
- Use positive approaches and other techniques as appropriate to ensure that people who challenge services and/or who have high and complex needs, are able to continue to safely access and benefit from our service.
- Offer services that are flexible and are desirable for personal budget holders. This could include sessions in the evenings or at weekends.
- Respond to any concerns regarding the health, wellbeing, safety or safeguarding of a service user we support in accordance with the organisation's policies and procedures. To be a role model for excellent practice.
- To coach, train and mentor others as required.
- To have overall responsibility for the development of sessions and programmes, and oversee the work of others who will be implementing same.
- Communicate with families, representatives and outside agencies in a professional and courteous manner.
- Participate in meetings and work collaboratively on specialist interventions/strategies as agreed.
- To actively market the service for example attending care exhibitions, local schools and colleges, etc.

### **Operational Management**

- Manage and maintain the recording systems, as appropriate, for example, service users' personal files and care plans.
- To develop positive working relationship with social workers, G.P.s and members of the multidisciplinary team.
- To take lead in ensuring that identified needs are being met and that care and support is given to the agreed standard.
- Ensure that each person we support has the necessary risk assessments in place at all times and that these are implemented to a high standard as part of an up-to-date, accurate, comprehensive and clear care and support plan.
- To take lead in the recruitment, selection and induction of staff and volunteers where appropriate
- Facilitate meetings and work collaboratively on specialist interventions/strategies as agreed.
- Identify avenues and to actively market the service for example attending care exhibitions, local schools and colleges, etc.

### **Values and Attitudes**

- To be aware of and implement fully all relevant policies and procedures of the Frances Taylor Foundation.
- Ensure that people we support are treated with respect, dignity and equality, including support with personal care.
- Be aware and adhere to, the organisation's policy and procedure regarding administration of medicines. To be responsible for the administration of medication to service users, ensuring that correct doses are issued, supplies of medication are available, and the medical status of service users is monitored and that appropriate records are maintained.
- As and when the programme indicates, ensure staff support to service users to the local facilities such as shops, on public transport, giving the necessary guidance which is discreet but supportive, enabling/encouraging personal choice.

### **Additional Information**

- The post holder must at all times carry out their responsibilities with due regard to the company's Equal Opportunities Statement.
- Be responsible for the potholder's own personal and professional development.
- To receive regular supervision and participate in annual appraisal and undertake agreed actions.
- To develop skills and competencies that assist in the delivery of current duties including participation in relevant training.
- Maintain confidentiality of information and work in line with all relevant codes of practice and legislation.

- Where service users have additional needs to support and assist each person to maintain a high standard of personal care including intimate care, hygiene and physical wellbeing involving where required support with moving and handling and the use of mobility aids and equipment.
- Work in line with the company's Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Ensure risk assessments are actioned as necessary, in line with policies and procedures.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post.*

*The duties and responsibilities of a team leader may change and develop over time. Therefore this job description is subject to amendment. The service manager, in consultation with you, will propose appropriate changes as necessary.*

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*Team Leader      Date*

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*Fernley Resource Centre      Date*