

**Job Title: Activity Support Team Leader (Day Services)**

**Job Purpose:**

Responsible for the delivery of services to provide adult social care and person-centred support to enable customers to access and participate in a range of activities across daycare and community locations.

Provide opportunities for skills development to enable a beneficial work experience when our customers participate in work related activities.

**Specific Duties:**

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| **Service Delivery**  |
| 1. Responsibility for developing and ensuring delivery of activities programme within the day centre. To participate in the delivery of activities in the community as directed by Day Services Activity Support Manager.
2. To ensure that all activities delivered adhere to the common aims and objectives of the service to develop the skills and abilities of individual attendees.
3. To take the lead in rolling out the in-house life skills programme which is currently under development. (This will include delegating tasks to Activity Support Workers within the Centre.
4. To develop and review outcome monitoring and impact of day provision for all attendees.
5. Engage with other activity providers to extend the service offering to maintain a healthy lifestyle including music, exercise and other activities to utilise the sports hall to maximum benefit.
6. Design and implement a session planning process which offers choice and the opportunity for more able customers to achieve recognisable skill-based accreditations through short pre-planned sessions and demonstrable outcomes.
7. Assist with the formation of a Key Worker team and Key Worker sessions as part of the daily routine.
8. In conjunction with the Day Services Activity Support Manager, ensure all customers have a support plan and risk assessment which is person centred, tracks outcomes and is regularly reviewed.
9. Provide regular supervision to centre-based Activity Support Workers.
10. Provide practical support either on a one to one or group basis, promoting self-reliance and skills development. Be accessible, approachable and sensitive to customer needs demonstrating respect and dignity at all times.
11. Assist with developing volunteer roles which are targeted to deliver specific support.
12. Be alert to and report any issues that arise to the Day Services Activity Support Manager in relation to customer safeguarding and customer welfare.
13. Support the provision of a transport service to take customers to/from the centre as and when required.
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| **Support / Communication** |
| 1. Communicate effectively with customers, volunteers, customer families / friends and other staff members.
2. Communicate regularly with the Day Services Activity Support Manager regarding changes to the customer’s wellbeing, behaviour or circumstances.
3. Contribute to Key Worker customer reviews, providing meaningful feedback and an assessment of their progression.
4. Promote a safe working environment by following all health and safety procedures. Ensure all risk assessment procedures are completed / followed as directed and complete appropriate paperwork for accident recording. Provide a transport service to take customers to / from the centre as and when required.
5. Work in accordance with all regulatory and quality frameworks adopted by The Apuldram Centre. Follow all policies and procedures and ensure that all necessary paperwork relating to the care and progression of customers within your team is up to date.
6. Supervise customers during break periods and administer medication as set out in the medication policy and ensure MAR sheers are accurately completed.
7. Undertake first aid duties as required.
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| **Personal Accountability** |
| 1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication, to include constructive feedback for self and colleagues. Participate in staff meetings as required making a constructive contribution.
2. Remain up to date with relevant legislation, organisational procedures, policies and professional codes of conduct.
3. Undertake ad-hoc projects as directed by centre management from time to time.
4. Attend all training courses as directed and be responsible for maintaining and improving own knowledge, skills and professional development through experience and training.
5. Be willing to work flexibly in order to meet the needs of the service
6. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service
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**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Good general standard of education to include numeracy, literacy and IT skills GCSE Grade C or equivalent | Recognised vocational qualification in health & social care level 3 or above.Recognised qualification in education & training level 3 or above. |
| Experience of team leading and directing other staff to undertake work tasks | Experience of providing formal supervision to staff |
| Previous experience of working in the voluntary and community sector, working with adults with learning disabilities and providing personal care / support (paid or unpaid) to adults with a learning disability.Understanding of the Mental Capacity Act | Recognised qualification in working with adults with a learning disability.  |
| Experience of creating schemes of work or delivering short courses | Previous experience of setting up work experience opportunities  |
| Good communication and interpersonal skills with friendly and engaging personality.Excellent written skills and ability to write detailed risk assessments and plans. |  |
| Commitment to learning, training and professional development.First Aid training | Medication training |
| Full driving licence and access to a vehicle  | MIDAs training |
| Able to work flexibly  |  |

**Key Competencies Required for the Role:**

* Ability to motivate and communicate effectively with a range of people using interpersonal and influencing skills.
* Ability to work flexibly and creatively with customers with a learning disability.
* Ability to direct staff and provide structured supervision
* Ability to self-motivate, plan and prioritise a range of responsibilities.
* Ability to maintain confidentiality.
* Ability to complete and maintain accurate records.