



Acorn Park

JOB DESCRIPTION - Adult Services

Job Title:	Team Leader
Hours:	2345 hours (annualised hours)
Pay Scale:	£21,750 - £23,000 per annum dependant on qualification
Terms and Conditions:	Annual Leave – 263 hours per annum inclusive of bank holidays
Location:	Adult Services, Andrews Furlong, Mill Road, Banham, Norfolk
Responsible to:	Principal
Reports to:	Registered Manager

Acorn Park Adult Services is a residential care provision for young adults with Autism aged 18 – 65.

Our provision is located in an attractive yet safe and secure setting amidst the rural peace of over 30 acres of parkland. We are situated on the edge of a small village yet within easy reach of two major towns; Attleborough and Diss. Our provision is designed to resemble a small village community in harmony with the local landscape of South Norfolk. Our adults enjoy the space and freedom of a safe and peaceful provision with the benefit of being close to local towns and villages.

Main Responsibilities

Supervisory:

- Promote a positive culture, foster new ideas, and adapt one's own approach to support the team and residents.
- Ensure safeguarding concerns are managed promptly, without delay in within levels of authority.
- To work alongside the Registered Manager undertaking duties which include staff supervision of individual team members by monitoring, evaluating and reviewing their workload. This includes mentoring the staff to ensure each staff member fulfills their own potential, ensuring up-to-date documented records are kept as required from Care Quality Commission (CQC) Standards.
- To lead a key-worker team, ensuring that the team are working with each resident.
- To assist and/or induct new staff, evaluate allocated staff's Care Certificate completion, complete probationary reviews, supervisions, appraisals, team meetings, to enthuse and motivate the staff team.
- To return documents to the Registered Manager in a timely fashion.
- To plan daily activities and organise evening activities, weekends and outings for the adults and support staff to participate in this planning.
- Deal with complaints (and compliments) in a timely manner, in line with levels of authority.
- Evaluate and be responsible for ensuring that The Mental Capacity Act & Deprivation of Liberty Safeguards are adhered to and monitored within the service/s.

- To complete relevant training programmes as required and to assist in training sessions as required by the provision.
- Can make, and complete, relevant adjustments and implement rotas according to staff and adults and financial needs.
- Can set agendas/action plans for improvement and to take the initiative for new ideas and strategies in line with the protocols of the home.

General:

- To carry out curricular based activities throughout the day.
- To ensure high standards of personal hygiene for each adult and support them with personal care needs.
- To promote structure, boundaries and domestic routines; ensuring a pleasant, clean and safe environment for the adults, ensuring PECS and OOR are implemented within the home.
- Work to support plans and risk assessments completing reviews and documenting new goals.
- To support on and off-site activities and encourages integration into the community.
- Provide a highly professional and positive role model for the adults and staff.
- Follow Health and Safety policy's and implement them on the houses.
- Maintain and develop good professional relationships with other members of staff and other key stakeholders including parents, families and social services.
- To be responsible for daily house duties including laundry and general domestic tasks of the house.
- Completes, maintain administrative records on the adults welfare and household activities as required.
- Work in partnership with other agencies to the benefit of the adults.
- Write, implement and maintain reports and reviews for care reviews and other meetings concerning the adults.
- Work in accordance with the CQC Standards for adult provisions and co-operate with any inspection process.
- Attend and participate in supervision and staff meetings as required.
- Ensure that your conduct at all times does not conflict with professional expectations of Acorn Park.
- Promote a positive image of autism and the services of the provision and the Group.
- Ensure the respect, dignity and rights to privacy of all young adults, as far as is reasonably practical.
- Work in partnership with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the adults and staff team.
- To follow policies, procedures and guidelines of Acorn Park.

Further responsibilities

- Accompany the adults to medical or other appointments, proactively booking/supporting the adults to book them.
- People with Autistic Spectrum Disorders (ASD) can present difficult to manage challenging behaviour. This may on occasions necessitate having to physically intervene or remove adults from potentially difficult or hazardous situations in line with their agreed behaviour management programmes and Acorn Park Group physical intervention policies. All staff working with adults undertake Team Teach training and these are the only techniques permitted to be used. All staff are expected to read and abide by company based policy on behaviour and physical intervention.
- Maintain confidentiality for all areas of Acorn Park organisation, its staff and its work. The nature of the work within the provision entrusts people with confidential information about people with autism, their families/carers and staff.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.



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Person Specification – Team Leader

Method of Assessment: A = Application form I = Interview

<i>Job Requirements - Essential to the role, Desirable to the role</i>	E	D	
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Equal Opportunities	Can demonstrate an equality issues as it relates to professional conduct and employment practice- role model to other staff.	X		AI
Education / Qualifications	QCF level 3 in Health and Social Care, or willingness to achieve within 12 months of commencing employment (reviewed at 6 months probationary review)	X		AI
	Valid driving licence	X		A
Knowledge	A good knowledge of the Care Quality Commission [CQC] and the inspection process and legislation that applies to Adult Social Care.	X		AI
	Able to guide others and monitor Health and Safety within the home.	X		A
	Knowledgeable about safeguarding, understands the process and how to write risk plans.		X	AI
	A good knowledge of Autistic Spectrum Disorders (ASD) and related conditions and associated complex and challenging needs, is able to analyse behaviour and apply ABA principles.	X		AI
	Knowledgeable about the principles of Support Plans & Risk Assessments and is able to write them, has had experience of working together with professionals.	X		I
	Knowledge of the Triad of Impairments within Autism and Person Centred Planning		X	I
Skills/Aptitude	Good relevant communication skills (oral and written), speaks both clearly and fluently, able to produce reports that are accurate, factual and researched.	X		AI
	Good IT skills		X	AI
	Able to quickly establish good relationships with adults keeping clearly understood boundaries	X		I
	Confident to manage challenging behaviours associated with Autism while mentoring and supporting staff.	X		AI
	Work's holistically to address personal care needs.	X		I
	Able to plan, deliver and evaluate activities for adults with ASD, looking to address deficits and needs.	X		I
Experience	Significant, relevant and proven experience within this field: implementing policies and procedures, managing staff conflict.	X		A
Personal Qualities	Positive and flexible attitude to work, has a "can do" approach.	X		I
	Tact, diplomacy, patience and ability to listen to others and reason.	X		I
	Knowledgeable about difficult/challenging situations, understands the use of de-briefing and supportive processes.	X		I
	Persistence, Motivation and Initiative	X		I
Health	Reliable timekeeping and attendance. Physically able.	X		I
Fitness	Good levels of fitness to move, physically intervene or remove adults from challenging situations	X		AI
Circumstance	Ability to work on a full shift basis which includes working weekends and statutory bank holidays on a annualised hours contract	X		I
On Call	Available to be on call as per rota, can make decisions that are in line with legislation.	X		I