

JOB DESCRIPTION

Team Leader

Reports to	ABA Consultant
Responsible for	Designated Learning Support Workers and Senior Support Workers
Hours	Monday to Friday, 9.00am – 5.00pm
Annual leave	23 days plus bank holidays

Job overview

The Team Leader will support the Senior Management Team in ensuring services exceed quality and professional standards at all times. They will be responsible for managing and training a team within JigsawPlus, supporting the delivery of high-quality learning support to adults on the autism spectrum.

Main duties and responsibilities

- Lead a team of Learning Support Workers and Senior Support Workers to provide behaviour analytic based support to adult learners, ensuring their individual needs are met through effective person-centred planning and review
- In collaboration with the ABA Consultant: -
 - Review and implement changes to learner programmes and behaviour support plans
 - Prepare for and lead learner and staff reviews, implementing actions accordingly
 - Create, update and provide care and support from individual learning plans, personal plans and curriculum folders
 - Write and update Functional Behaviour Assessments (FBA)
- Support learners' participation in social, leisure, educational and employment opportunities in the local community
- Encourage and enable learners to maintain acceptable levels of personal and environmental hygiene
- Collect, record and analyse data on the learning programmes and behaviour guidelines
- Once trained, administer medication in accordance with company policies and procedures, and ensure that medical emergencies are dealt with appropriately, liaising with and reporting to management as required
- Update learners' personal risk assessments as and when required
- Develop knowledge of autism spectrum disorders and associated disabilities by participating in relevant training to achieve required qualifications
- Run and minute weekly team meetings ensuring actions are appropriately followed-up
- Monitor key workers tasks as they relate to learner day files and their performance and accuracy of data collection
- Support Training & Development Consultant with induction and in-situ training
- Conduct direct and indirect assessments to evaluate learners' and staff performance and progress
- Line manage designated mentees, marking their study and setting related targets
- Promote and ensure the good reputation of the Jigsaw Trust and its individual divisions
- Undertaking any other tasks which can be reasonably expected in relation to the role

PERSON SPECIFICATION

Knowledge, skills and experience

- Either a Masters in Applied Behaviour Analysis or certified as CABAS Teacher 1 rank is essential (If not certified CABAS Teacher I rank, a commitment to completing Teaching Assistant rank during probationary period and to completion of CABAS Teacher I rank within 18 months of date of employment will be required)
- Proven experience of working with autistic adults in an adult social care service or similar setting (community-based service, home based programme, day centre service, residential service, etc.)
- Line management experience including training, mentoring and managing staff
- Experience of working with challenging behaviour and providing personal care when required
- Ability to work independently 1:1 out in the community
- Completed Care Certificate (or commitment to complete during probation period)

Personal qualities

Achieving results

- Independently engages in tasks requiring interpretation of complex and often vague sets of information
- Takes new initiatives aimed at improving team performance
- Writes on complex and highly specialised issues
- Stays open-minded and encourages others to bring new perspectives
- Identifies needs for resources to effectively support current initiatives, services and Provision
- Resolves conflict among team members sensitively and fairly
- Solution orientated

Building relationships

- Anticipates learners upcoming needs and concerns
- Encourages others to contribute by overcoming cultural barriers and background differences
- Understands others' complex or underlying needs, motivation, emotions or concerns and adjusts communication effectively
- Negotiates based on first-hand observations and information collected from both sides avoiding using hearsay or personal opinions
- Promotes and encourages others to keep up-to-date with the Organisation's rules, structures, decision-making bodies, networks, power relationships and environment

Planning for the future

- Helps others learn from experience and development initiatives. Recommends readings, trainings and other resources
- Helps others understand the strategic goals of the Organisation and how their work relates to these
- Identifies and creates opportunities to initiate new connections that will facilitate the achievement of strategic goals within own area
- Demonstrates awareness of the impact of own work on aspects of organisational strategy, and the impact of organisational strategy on own work

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment

Caring Person-Centred Continuous Learning Integrity Teamwork