

# JOB DESCRIPTION

## Team Leader

<b>Reports to</b>	ABA Consultant
<b>Responsible for</b>	Designated Learning Support Workers and Senior Support Workers
<b>Hours</b>	Monday to Friday, 9.00am – 5.00pm
<b>Annual leave</b>	25 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**