

JOB FAMILIES – Personal Support

Level descriptor – JG7

Job Title: Team Leader – Sitting Service – Support and Safeguarding

Role Purpose: To lead the Sitting Service which along with the SEND Clubs and Activities Service makes up the Short break Service. These services provide opportunities for children and young people with additional needs to fully access their choice of leisure, play and social activities in a structured, supportive and inclusive environment. This will be in accordance with Government, local legislation, procedures and the aims and objectives of the service delivery.	
Typical activities	Knowledge, skills and experience
<p>Under the direction of your line manager (or in their absence), advise, support/train, and provide supervision to a designated number of staff and lead a team.</p> <p>Ability to plan, deliver, evaluate and quality assure the effectiveness of service provision and ensure the individual needs of children, young people and their families are being met. This includes new and innovative ways of further improving the service which always takes into account parents, carers, children and young people's views.</p> <p>To monitor budgets and seek new and innovative ways to further expand the service.</p> <p>To maintain accurate records and carry out administrative tasks as required by the role or directed by the line manager.</p> <p>To be able to track outcomes using data and reporting analysis to monthly Quality Assurance Performance Monitoring</p> <p>Engage with children and young people either in small groups or on a 1 to 1 basis.</p> <p>To work with your line manager and the Children with Disabilities team to inform and discuss any changes regarding family / client needs.</p>	<p>Vocational qualification to NVQ level 3 in Childcare/Health and Social care or equivalent as a minimum</p> <p>Five GCSE's including English and Math's at Grade A-C or Level 2 equivalent.</p> <p>Experience of supervising / managing staff or students in a similar field of work</p> <p>Experience of safer recruitment practice and staff retention</p> <p>Knowledge and understanding of the needs and issues of carers of disabled children and legislation relating to vulnerable children, children and young people with Special Educational Needs and equal opportunities.</p> <p>Experience of how to communicate effectively and sensitively with children and young people with additional needs</p> <p>Good organisational skills, written and verbal communication</p> <p>Experience of building positive working relationships with parents / carers, staff and working alongside other agencies, e.g. Education, Health or Social Care Services).</p> <p>Understanding and knowledge of the specific work environment.</p>

<p>To provide emergency telephone cover and arrange practical cover as required</p> <p>To attend reviews and meetings in order to be the advocate of the child or young person</p> <p>To support multi agency and multi professional partners / organisations to be inclusive and share strategies and expertise to enable this to happen.</p> <p>To ensure compliance with existing and new policies, procedures and legislation, including equal opportunities, confidentiality and the use of social media.</p> <p>To be able to work alongside our SENDCAS team and to offer support during busy periods throughout the year</p> <p>To be committed to equal opportunities, safeguarding and promoting the welfare of vulnerable children and young people.</p>	<p>Knowledge and understanding of safeguarding and health and safety protocols for children and young people with additional needs.</p> <p>Understand and respect personal and professional boundaries and responsibilities.</p> <p>Computer literate in Word, email, Excel and database management.</p> <p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives – e.g.</p> <ul style="list-style-type: none"> • Feedback from children/young people, colleagues and partner agencies. • Impact evaluation of activity. • Assessment of safe work environment. • Line manager assessment and supervision. • Quality of paperwork. • Numbers of families receiving service • Staff retention 	<ul style="list-style-type: none"> • <u>Business awareness</u> – understands the contribution of the role to the work environment and the organization. • <u>Team working</u> – cooperation and flexibility; learns from others. • <u>Problem solving and judgment</u> – makes links with identified potential issues and possible solutions; refers issues to others. • <u>Planning and organizing</u> – follows routines and work schedules. • <u>Outcome focused</u> – achievement of results.

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and the date below will be treated as signature for declaration purposes.

Effective Date:	Issued on:
Postholder Name:	Date: