

JOB VACANCY

Job description

Job Title

Team Leader

Department

Adult Services

Salary

£10.00 per hour

Reports to

- Service Manager

Responsible for

- Support Workers

Role Purpose

Your principal role is to work alongside the Service Manager to plan and lead in sessions and in the community with adults, children and young people to provide creative, meaningful and social activities leading to opportunities to build confidence, encourage self-expression and promote communication. To provide leadership; day to day first line supervision and support for Support Workers including carrying out performance reviews, dealing with performance issues, sickness absence, answering queries, conducting session reviews and assisting with staffing.

Role Specific Responsibilities

- Assist in the planning and delivery of creative activities
- To ensure the safety of our clients
- To provide support for the emotional wellbeing of our clients
- To work towards building effective relationships with our clients
- To understand client's needs and encourage participation in appropriate activities
- To enable self-confidence, self-expression and communication through the use of creative activities
- To provide support to clients who have challenging needs
- To provide support to clients with physical and or health needs
- To provide support to staff members and encourage team working
- To confidently work unsupervised and be able to take responsibility for organising staff/equipment
- To ensure the cascading of relevant information throughout the organisation
- To attend and take an active part in team meetings and client support meetings
- Responsible for first line supervision of staff including dealing with minor disciplinary issues and minor breaches to the Burton Street Foundations code of conduct
- To make appropriate decisions in the absence of other managers
- To report any safeguarding concerns to Senior Managers without delay
- Identify potential risks and carry out appropriate risk assessments
- To conduct performance review meetings with departmental staff in accordance with the Performance Review policy

General Responsibilities

- Provide a consistent and professional level of support in line with the Burton Street Foundation's ethos
- Contribute ideas and suggestions to enhance service delivery and customer experience
- To ensure compliance with Health and Safety procedures e.g. the use of fire register

Other responsibilities

- Provide cover for colleagues as required
- Be flexible in your approach to work
- The above list is not exhaustive and, as such, it is expected that the post holder will be responsible for related issues commensurate to the level of the role