



Job Description



JOB TITLE:	Team Leader
HOURS	37.5 hours 21.5 Student contact 16 Support and supervision & additional responsibilities (up to 12 staff)
REPORTS TO:	Centre Director
RESPONSIBLE FOR:	Job Titles <ul style="list-style-type: none"> • Direct: Project workers
MAIN PURPOSE OF JOB:	<ul style="list-style-type: none"> • Responsible for the co-ordination, management and supervision of a staff team in the delivery of the TEENS+ Programme.
MAIN DUTIES:	<p>Programme Delivery:</p> <ul style="list-style-type: none"> • To deliver an education programme, using a variety of methods, which will allow the students to achieve a range of educational goals and life skills; • To work with each student’s individual learning plan and support them to gain educational, social and life skills; • To help students develop as much as possible in all the activities undertaken; • To liaise with SLT and Education tutors; • Attend the Multi-disciplinary team meeting, • Attend the Sleep Scotland Board meeting as required; • To assume responsibility for the delivery and evaluation of group and individual work; • Using a person centred approach, adapt to the changing needs of each individual student (Behavioural, Social, Emotional, and medical) ; • To report on activities completed and progress achieved by ensuring student files and paperwork is completed and up to date; • Support for students through transition process; and • Ensure students receive regular reviews and receive feedback on progress. <p>Relationships with Stakeholders:</p> <ul style="list-style-type: none"> • To provide support and maintain good working relationships with students and their families; and • To foster and maintain good working relationships with specialist support agencies and services.

	<p>Management of Staff:</p> <ul style="list-style-type: none"> • To be responsible for all Team Members; • Liaise with Intern and Volunteer co-ordinators to support volunteers and interns working in the team; • To ensure there is sufficient cover in the event of staff absence; • To liaise with the other Team Leaders, HR, SLT, Education and the management team in the timely recruitment ,induction and training of staff; • To ensure there is a structured staff-development programme in place for team members through induction, 6 weekly supervision and performance reviews; • To ensure team members receive adequate training on Health and Safety and Sleep Scotland/TEENS+ policies and procedures; • To ensure team members are adequately trained in the management of challenging behaviour, CALM intervention techniques; • To implement Sleep Scotland HR policies and procedures; • To monitor sickness, attendance and holidays in partnership with HR • To facilitate team meetings every 4 – 6 weeks (minimum). <p>Financial Responsibilities:</p> <ul style="list-style-type: none"> • To ensure that accurate financial records are maintained relating to team petty cash; • To operate within financial constraints. <p>Information Systems/Administration:</p> <ul style="list-style-type: none"> • To comply with SSSC and the Care Inspectorate regulations and standards with regards to the maintenance of documentation <p>Safety Procedures:</p> <ul style="list-style-type: none"> • To ensure the safety of all students through the completion of individual risk assessments; • To ensure that team members are aware of their responsibilities under Health and Safety; • To ensure that team members know who the First Aiders and Fire Marshalls are and are aware of the location of first aid boxes and accident books; • To ensure that the incident report procedure is adhered to and that any reports are signed off; • To identify any building risks.
<p>OTHER DUTIES:</p>	<p>To carry out other duties as required.</p>
<p><i>This is a general statement of the duties and responsibilities that the post holder will be expected to undertake – it may change from time to time to meet the exigencies of the service</i></p>	

Core Team Leader Role (up to 12 team members)			
Total weekly hours	Weekly Student Contact Hrs	Support & Supervision	Other Team Leader Activities
37.5	21.5	12 x 15 mins per week = 3 hours plus contingency of 1 hour Total 4 hours. It is anticipated that the team will receive 1 supervision session of between 1 and 2 hours every six weeks.	12 Hours per week to undertake: Daily Planning Rotas/Scheduling Feedback Facilitating meetings Staff management responsibilities
<p>If a Team Leader has additional responsibilities this will be detailed on an 'Additional Responsibilities Person Specification'.</p> <p>The hours and responsibilities as detailed above will then be adapted to accommodate the additional responsibilities.</p>			