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| **Job Title:** |  | Vocational Team Leader |
| **Location:** |  | Adults East Services – based at Roxby House |
| **Reports to:** |  | Head of Care |

**Job Purpose:** To support the managers, members of our team and the people we support in developing Person Centered Plans (PCP). To support with formulation of structured programmes and provide direct line management to Vocational Practitioners.

**Hours of Work:** 40 hours per week, Mon-Fri on an agreed rota

**Key Stakeholders:**

**Internal & External:**

* Specialist Vocational Practitioners
* All members of the team within the Service
* Members of the team in other Services in the Region
* Central office staff
* The people we support relatives, advocates and others

**Key Responsibilities:**

* Liaise with House Managers, Team Leaders, Deputy Managers and Registered Managers on the progress with AQA’s for PCP meetings where relevant
* Facilitate and take lead on organising or investigating opportunities to meet the targets for the people we support
* Assist team members and members of the management team to be involved with and lead on completing AQA’s across services
* Work with people we support to achieve their goals, objectives and aspirations
* Assist in preparing relevant programmes, working systems and targets for potential new residents

**Staff:**

* Take responsibility for the line management of Vocational Practitioners
* Assist in the recruitment, training and ongoing development of staff as required
* Regulate annual leave, time sheets and sickness
* Undertake agreed delegated responsibilities on an ongoing basis, to include annual appraisals, supervisions and return to work meetings
* Lead and supervise the staff on shift to ensure that they carry out their duties and behave appropriately at al times
* Ensure staff follow Company policies and procedures at all times, feeding back when necessary

**Programmes:**

* Devise a programme for each person we support, unique to them and covers a 24 hour period
* Review the programmes regularly for the people we support
* Explore opportunities, jobs, work experience, widening horizons and implement into the programme
* Work alongside members of the team to ensure activities and programmes are consistently implemented
* Audit, monitor and report to Registered Manager, Deputy Manager, House Manager and Team Leader of attendance to vocational sessions
* Write, manage and implement Vocational programmes

**Qualification, courses and training**

* AQA Centre Co-ordinator
* Research and advise potential training courses and qualifications relevant to individual people we support
* Discuss and explain AQA’s to members of the team who can assist the people we support to achieve qualifications

**General**

* Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
* Reports issues and or/incidents relation to members of the team and people we support that have arisen in the day promptly to the relevant line manager or appropriate person

* Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Whistleblowing, Complaints and Representations and Behaviour Policies.

* Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.

* Work to promote the service as a valued, professional asset within its community and also to promote a culture that individuals and members of the team conduct themselves at all times in a manner that reinforces this image.

* Ensure that all actions are in the interests of the people we support and the Company.

* To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.

* To carry out any other reasonable and relevant duties as required by the organisation.

**Team Working and Collaboration**

* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

*The above serves as a guide and is not exhaustive; all staff are expected to undertake other duties and projects as may be reasonably required by the Registered Manager / Head of Care or Regional Director.*

**I have read through the job description and agree to perform the duties as outlined above**

# Job Holder’s signature

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signed on behalf of the OFG Group

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Experience** | | **Essential** | | **Desirable** | |
| * Experience of working with autistic spectrum disorders and / or challenging behaviour | ✓ | |  | |
| * Experience of working within a residential setting | | ✓ | |  | |
| * Experience of supervising and appraising staff | | ✓ | |  | |
| * Relevant experience to Person Centered Planning | | ✓ | |  | |
| **Skills, Knowledge and Aptitude** | |  | |  | |
| * Ability to work independently or as part of a team | | ✓ | |  | |
| * Ability to motivate a team and individuals | | ✓ | |  | |
| * Effective leadership skills | | ✓ | |  | |
| * Effective communication skills, verbal and written | | ✓ | |  | |
| * Ability to record information accurately | | ✓ | |  | |
| * Good organisational and time management skills | | ✓ | |  | |
| * Ability to maintain confidentiality | | ✓ | |  | |
| * Good IT skills | | ✓ | |  | |
| * Good knowledge and understanding of safeguarding processes | | ✓ | |  | |
| * A genuine regard and respect for this client group | | ✓ | |  | |
| * Ability to demonstrate empathy | | ✓ | |  | |
| **Qualifications and Training** | |  | |  | |
| * Holds Level 2 Diploma or above in Health & Social Care | | ✓ | |  | |
| ***Willingness to work towards:*** | |  | |  | |
| * Other relevant qualifications as required | | ✓ | |  | |
| **Other** | |  | |  | |
| * Commitment to the values of the organisation | | ✓ | |  | |
| * Full driving licence and access to a car | | ✓ | |  | |