

Job Description and Person Specification

Team Leader (Day Opportunities)

Job Details	
Grade	GRD5
Service	Provided Services
Location	City Wide
Job Evaluation Code	Y5262D

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To be Team Leader over a team of Support workers within the day opportunities for adults with a Learning Disability. Provide personal assistance, care and support to Service Users including opportunities for learning leisure, work and community participation.

Main Duties & Key Accountabilities
Promoting the physical well-being of each service user, including administering medication, while supporting their emotional, social, and mental wellness.

Supervising Support Workers and domestic staff daily, ensuring all Service Users' requirements are consistently fulfilled and appropriately addressed.
Participating in creating opportunities and choices ensures each service user can experience the fullest possible life, including social and leisure activities.
Providing support and promoting independence for service users in all areas of personal care, such as dressing, washing, toileting, and bathing.
Assisting with daily record-keeping related to service users and notifying a responsible officer of any developments raising concern. Contributing to service users' reviews.
Taking responsibility for managing the personal finances of service users as appropriate and ensuring adherence to proper recording procedures.
Taking responsibility for administering prescribed medication and ensuring adherence to proper recording procedures.
Liaising effectively with parents, carers, independent providers, ACM workers, and other agencies relevant to service users and the service.
Attending emergency first aid at work training and after successful completion provide emergency first aid at work.
Collaborating with their line leader and senior team, working safely, following health and safety guidelines, and completing required training as needed.
Reporting any health and safety concerns, hazardous conditions, or defects in the health and safety arrangements to their supervisor.

Key Relationships

External:	Parents Carers Independent providers ACM workers Other agencies pertinent to service users and the service
Internal:	Line manager Senior management Support Assistants Domestic staff Other professionals and departments

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of

- any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
 - any other duties and responsibilities within the range of the salary grade.

Responsible for

Support Workers

Person Specification

Requirement Type	Int	App	Ass	Requirement
Knowledge				Understanding the physical, social, and emotional requirements of individuals with learning disabilities, alongside offering personal assistance and care to help achieve their goals.
Knowledge				Appropriate supervision of a group of staff, e.g. conduct, standards, reports, appraisals, training and development. This may include volunteers or students.
Skills And Ability				Able to develop and guide staff in supporting people who attend to engage with community-based activities of their choosing, and increase their independence. Supporting people who may become deregulated and implementing positive behaviour support options.
Skills And Ability				Able to communicate verbally and in writing and liaise with people who attend, their carers, colleagues, managers and other professionals and departments. Able to use standard ICT packages. Able to produce reports and keep records. Support with peoples' reviews.
Skills And Ability				Able to organise own work, and assist others in organising their work, including implementing appropriate systems.
Skills And Ability				Able to understand departmental financial procedures and put into practice Numeracy skills

				for cash handling and recording.
Skills And Ability				Able to respond flexibly to the needs of people who attend and support them in problem solving, development and learning.
Skills And Ability				Able to work as part of a management team by using initiative and contributing to development planning, including becoming a tutor for staff.
Skills And Ability				Able to take responsibility for ensuring that daily activities and duties are carried out according to agreed quality standards.
Qualification				Able to achieve a Level 3 award related to the job role
Experience				Experience of working with people with learning disabilities.
Special Requirements				This role is exempt under the Rehabilitation of Offenders Act 1974 and requires a satisfactory Disclosure and Barring Service (DBS) police record check.