



## JOB DESCRIPTION

JOB TITLE: **DEPUTY TEAM LEADER**

RESPONSIBLE TO: TEAM LEADER/OPERATIONS/TRUSTEES:

RESPONSIBLE FOR: YSW/BUDDIES/CLUB MEMBERS:

HOURS OF WORK:

AFTER SCHOOL CLUB: 3PM - 6PM MON/WED/FRI

ALTERNATE SATURDAYS 9AM - 4.30PM CONTRACTED HOURS

SCHOOL HOLIDAYS 9AM - 4.30PM CONTRACTED HOURS FEB/EASTER/SUMMER /OCT

OPPORTUNITIES FOR ADDITIONAL HOURS (TRIPS)

RATE OF PAY: negotiable dependant on experience and age\*

\*Subject to change as per policies and procedures

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### DUTIES & RESPONSIBILITIES:

The role of Deputy Team Leader is vital towards the smooth running of sessions and is in a supportive capacity for the Team Leader/Staff/Workers. DTLs are required to show good communication skills with Operations Manager, Trustees, Colleagues, Parents/Carers and club members. Show initiative and innovation, and must be adept at mentoring all staff, and be competent to 'step into' the role of Team Leader, should this become necessary.

The DTL is required to offer diverse, safe and stimulating activities for club members of ages 8 – 25 with varied disabilities and behaviours. Must be able to share resourcefulness, diplomacy and command honesty and a commitment to club members and the whole Team, to have a pleasant manner and maintain professional courtesy, to remain objective, to maintain confidentiality towards club members and the SNOOSC organisation at all times, including when 'out of work' and social media

To support in briefings at the commencements of sessions and a de-brief on completion of sessions. To assist in completion of Incident, Accident forms. To attend and assist at interviews and support Parents/Carers during this process, and complete BMPs (Behaviour Management Plans) and SSPs (Snoosc Support Plan). The DTL will be required to ensure that there are sufficient staff/workers for sessions, and to allocate staff to designated club members.

The DTL will be required to familiarise themselves and assist staff/workers with club members' needs before start of each session (through personal profiles such as BMPs and SSPs) and must take into

consideration such needs whilst supervising the provision. The DTL will be required to undertake other tasks 'as and when' required when asked by Operations/Trustees. To assist club members, staff in administering prescribed medications.

To attend and be proactive in Team Meetings with Operations, to attend personalised staff/workers appraisals and task group meetings.

#### **POLICIES & PROCEDURES:**

The DTL must ensure that they familiarise themselves with all Policies & Procedures, and to ensure that all staff/workers comply with the same. To ensure that the venues property and rules are adhered to whilst sessions are in operation (work will be based from Bedford Square Community Centre, Tithe Farm Road, Houghton Regis, Dunstable LU5 5ES) with occasional trips and activities at other locations and sites.

#### **TRAINING & DEVELOPMENT:**

- 1) Safeguarding
- 2) Child Protection
- 3) Manual Handling

Undertake additional training as required and take a positive approach to personal development (such as Intimate Care, Fire Safety, Medication awareness etc).

#### **TEAM ETHOS:**

SNOOSC is a small organisation and depends on a team ethos, shared approach and positive relationships on all levels, to work effectively as a Team, and supporting other Team members.

SNOOSC is a Charity and relies heavily on fundraising for the organisations income. Staff are encouraged to support occasional fundraising events and, if possible engage their own people networks in gaining support for the Charity.

#### **PLEASE NOTE EMPLOYMENT IS SUBJECT TO:**

*A SATISFACTORY ENHANCED DISCLOSURE & BARRING SERVICE (DBS) CHECK, 2 SATISFACTORY REFERENCE CHECKS, 1 OF WHICH MUST BE FROM YOUR MOST RECENT EMPLOYER OR PLACE OF STUDY.*