



## **Job Description**

**October 2019**

### **Activity Co-ordinator/Team Leader**

### **Grade: Frontline supervisor level 1**

### **Responsible for: Frontline level workers (Support Workers)**

### **Context**

In this role you are a frontline worker supervising other team members as well as directly supporting individuals with learning disabilities, autism and complex needs.

You are appointed to work at Mower's Ark CIC but you may be required to work at other locations at the discretion of the Company and with appropriate notice, in order to support people in the most flexible and person-centred way that we can. You may be asked to work in different services or settings in the future.

### **Purpose**

The main purpose of your job is to lead educational activity sessions based at Mower's Ark CIC and in the community. This includes supervising other team members as well as supporting people to be as involved as possible in every part of their day to day lives so that they can be full and active members of society.

You will:

1. Ensure team members are supported to deliver a high-quality service to the individuals we support;
2. Enable the people we support to interact and experience a range of educational and therapeutic activities and tasks, both now and in the future;
3. Keep the needs of the individuals you are supporting at the centre of your attention at all times;
4. Support and enable individuals to build social networks and build and maintain community relationships in accordance with best practice, agreed standards and legislation;



**Mower's Ark CIC Registered Company Number 12127764**

**The Connaught Centre, Cottingham Road, Corby NN17 1SY**

**Registered Address: 50 Broadway, Kettering, NN15 6DD**

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5. Ensure Mower's Ark provide a High Quality, Person-Centred, Inspirational Service;
6. Behave in a professional, caring, compassionate and inspirational manner at all times.

## **Key Responsibilities**

### **1. Ensuring team members are supported to deliver a high-quality service to the people we support. This means:**

1.1 Supervising Support Workers as they support people to participate in their chosen activity. This includes carrying out regular supervision sessions and appraisals with selected staff. You may be required to mentor staff as well as provide training in specialist areas;

1.2 Show confident Leadership ability;

1.3 Ensure that staff are positively managing risk and not engaging in practices that are overly restrictive or risk averse;

1.3 Contributing to the continuing development of the service.

### **2. Enable the people we support to interact and experience a range of educational and therapeutic activities and tasks, both now and in the future. This means:**

2.1 Co-ordinating and developing an allocated area of service. This will involve managing, creating and monitoring appropriate educational activities in that area as well as taking responsibility for relevant equipment and resources;

2.2 Contributing to the planning, development and implementation of person-centred activity programmes;

2.3 Contributing to the assessment, recording and evidencing of the educational activity programmes. This may include providing evidence for Educational Qualifications such as City & Guilds or ASDAN;

2.4 Working as part of a multi-disciplinary team that includes other staff, supported individuals, carers and families to ensure the delivery of a fully integrated service;

2.5 Preparing reports, both orally and in writing, for team members, other professionals/external agencies and families;

2.6 Attending meetings as required.



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2.7 Being a link person between supported individuals, their carers and Mower's Ark CIC

2.8 Carrying out any other relevant duties as reasonably requested by your Manager

**3. Keep the needs of the individuals you are supporting at the centre of your attention at all times. This means:**

3.1 Listening and responding to people, using communication they understand;

3.2 Supporting people to take part in meaningful, satisfying and purposeful educational activities;

3.3 Supporting people to make sense of their environments and to build relationships within their local community;

3.4 Supporting people to learn new skills and develop their independence;

3.5 Supporting people with their health and well-being;

3.6 Supporting people with their personal care, if they need this;

3.7 Supporting people to positively manage their own emotions/anxiety, if they need this;

3.8 Acting as a Key-Worker for named individuals and advocating on behalf of those you support.

**4. Support and enable individuals to build social networks and build and maintain community relationships in accordance with best practice, agreed standards and legislation.**

**This means:**

4.1 Understand the importance of friendships and relationships to supported individuals and support people to make friends with others;

4.2 Support individuals to contribute to society by serving others within their local community;

4.3 Have high expectations of outcomes for individuals.

**5. Ensure Mower's Ark provide a High Quality, Person-Centred, Inspirational Service. This means:**

5.1 Keeping all records of your work up to date and accurate;



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5.2 Completing Mower's Ark induction and skills development programme and attending courses arranged by your manager. Undertaking supervisions with people you line manage. Taking part in your own supervision. Attending and contributing to meetings;

5.3 Behaving respectfully all the time to the people you support, their families/friends, your colleagues, and neighbours and members of the public;

5.4 Helping new colleagues to get to know the people they are supporting and how to work in the service;

5.5 Being Honest about your own areas for development, to own up to mistakes and be self-reflective in your practice;

5.6 Taking into account people's age, gender, ethnic origin, religious/cultural background, abilities/disabilities, and sexual/personal needs;

5.7 Keeping up to date with Mower's Ark CQS policies and practices and following these at all times.

5.8 Keeping a safe, healthy and supportive environment for the people you support, yourself, your colleagues, and anyone else coming into contact with Mower's Ark CIC.

You may also be expected to carry out other duties that are in line with the nature and grade of the role.



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Person Specification: -

<b>Education &amp; Training</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Valid (Clean) Driving Licence	A relevant teaching qualification
Educated to at least English and Maths Level 2 (GCSE A-C) or equivalent	Specialist relevant qualifications i.e. TEACHH; Intervenor; BSL; Makaton; Positive Behaviour Support; First Aid; Lifeguarding, etc
Level 3 Health & Social Care (Or equivalent)	
Skills and experiences of a range of specialist communication strategies	

<b>Skills &amp; Experience</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Experience of working with adults with learning disabilities	Knowledge and experience of visual impairments, hearing impairments, physical disabilities, learning difficulties and autism
Experience of implementing activity programmes with a strong emphasis on learning outcomes, in a variety of settings	Experience of using any signed or symbolic language
High expectations and aspirational goals for those with learning disabilities	An understanding of how creative activities can enhance the lives and wellbeing of the people we work with.
Staff management and training experience	Experience of supporting people to positively manage their own emotions/anxieties



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Experience of liaison with community groups and other service providers	Knowledge of Health & Safety Legislation
Ability to produce clear written documents	

<b>Behaviours &amp; Attitudes</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
A positive attitude towards work, colleagues and individuals with learning disability	You demonstrate Self-Awareness and are aware of others' responses to your actions
A good understanding of the importance of Total Communication	You are open to learning from others and willing to share knowledge and experience
A good understanding of behaviour as a form of communication	You show high standards of personal and professional behaviour
A commitment to the delivery of a high quality 'Outstanding' Service	You take appropriate action if ethics and values are compromised
A commitment to the empowerment of individuals with learning disability/autism	You gather feedback from people who use the service to help develop the service and individuals plans
<p>A commitment to the delivery of the Outcomes that Matter in Northamptonshire: -</p> <p>1. People get the help they need when they need it 2. People have, and hold on to, relationships that have meaning to them 3. People feel in control. 4. People have equal access to healthcare, training and occupation 5. People feel safe and are supported to take risks 6. People have somewhere to live they call home. 7. People live longer 8. Carers are able to continue caring</p>	You help others to play an active role taking into account a person's whole life, including physical, mental, cultural emotional and spiritual needs.



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