



THINKING DIFFERENTLY

Scottish Charity No. SC 007421

JOB DESCRIPTION

- POST:** **Team Leader**
- HOURS:** **Full-time, 37.5hrs per week, permanent**
(37.5 hours per week over 7 days, inclusive of evening and weekend working between the hours of 8am & 9pm)
- BASE:** **35 Carnie Drive, Aberdeen**
- RESPONSIBLE TO:** **Service Manager**
- SALARY:** **Between £24,180 & £26,130 per annum based on experience and qualifications**
- CLOSING DATE:** **12 noon, Tuesday 28th November 2023**
- INTERVIEW DATE:** **Planned to take place on Thursday 7th December 2023 at our head office in Carnie Drive, Aberdeen**
- HOW TO APPLY:** **Submit CV with covering letter, detailing how you are the right person for this role & fit the essential & desired criteria to Shona Howie at jobs@a-nd.org.uk**

WORKING WITH A-ND

Established in 1989, Autism & Neurodiversity North Scotland (A-ND) has been providing services for autistic and neurodivergent individuals of all ages and their families throughout Grampian for over 30 years. We continue to develop and grow our services to ensure we are leaders in autism specific and neurodiverse support throughout Grampian and north Scotland. The role of Team Leader is an important role in helping shape our services and future, with significant opportunity for progression for the right candidate.

At Autism & Neurodiversity North Scotland (A-ND), formerly known as Grampian Autistic Society, we strive for a world of fulfilling and happy lives for those who think differently.

We are a key provider of autism and neurodiverse specific support throughout the North of Scotland, and work hard to create opportunities for autistic and neurodivergent people, and their networks, to realise their full potential and transform the world we live in.

We are committed to ensuring the right support for each child, young person and adult is created by providing the practical and emotional care and support they need.

ABOUT OUR SERVICE

Our children and young people services are key in providing autism specific support, short breaks and early intervention for our children, young people, and their families.

Currently consisting of a Playscheme in Aberdeen and Outreach Support Services throughout Aberdeen City, Aberdeenshire and Moray, our children and young people services are in high demand, and the need for our autism and neurodiverse specific support continues to rapidly grow.

For our Aberdeen Playscheme, we are registered to deliver a day care of children service for children and young people from the age of 4 up to 18 at our newly refurbished premises (April 2022), in Carnie Drive, Aberdeen. Additionally, we provide support groups and support services within the community, within schools and within the homes of children and young people who use our Outreach Service.

Launching our new strategic plan for 2022 -2027 at the end of April 2022, we know we need to do more to ensure we reach the children and families who need our support, including expanding our current services and developing new ones throughout North Scotland.

GENERAL PURPOSE

To support the Service Manager, manage and co-ordinate high quality operational activities in accordance with A-ND strategic objectives and achieve best outcomes with and for our children, young people, adults and families.

To support the Service Manager with the management and support of our operational teams providing support to our Playscheme, Afterschool Club and any additional services, ensuring the provision of high quality, stimulating and safe environments for autistic and neurodivergent people from the age of 4 upwards.

To represent A-ND and our services positively and professionally to a variety of stakeholders and partners.

MAIN DUTIES AND RESPONSIBILITIES:

- To register with the SSSC as appropriate and maintain post-registration training and learning log to meet ongoing registration requirements.
- To deputise for the Service Manager when appropriate and if required.
- To support the Service Manager with the management and coordination of the referral and selection process for individuals and services.
- To support the implementation of appropriate and personalised support plans for people we support, ensuring they are at the centre and involved in decisions about their own support.
- To provide direct one to one and group support to autistic and neurodivergent people and their families.
- To ensure individuals using our services are enabled to enhance their social interaction, communication and independence skills, supporting the effective monitoring, evaluation and evidencing of outcomes.
- To support the Service Manager with the organisation and deployment of operational staff, providing quality and appropriate support, in line with Service Level Agreements.
- To support the Service Manager with the effective management of operational staff, including practice conduct, absence, support and supervision, and regular team meetings.
- To provide on-call support to operational staff, fully taking part in the organisations on-call out of hours rota.
- To support operational staff to understand and follow policies, procedures and SSSC Codes of Practice.
- To work positively and effectively with other members of the team and liaise effectively with families, agencies, colleagues, stakeholders and partners.
- To provide representation for individuals using our services at formal meetings and reviews.
- To represent A-ND, with the support of the Service Manager, at planning meetings with Local Authority representatives, promoting positive professional and public awareness of our services and organisation.
- To support the Service Manager, ensure individuals using our services are involved in service delivery and design.
- To support the planning, designing and management of outings and

activities for individuals using our services.

- To support the Service Manager, ensure agreed standards of service delivery, policies and procedures are in compliance with relevant legislation, National Care Standards and purchaser requirements.
- Support the Service Manager monitor, review and implement risk assessments and management strategies for operational services.
- To undertake any other tasks as may be reasonably requested and required.

PERSON SPECIFICATION

<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • SVQ 3 in Health and Social Care or equivalent, as defined by the SSSC or willingness & ability to achieve • Relevant children and young people training / qualification, as defined by the SSSC for children and young people day care services <p>Desirable</p> <ul style="list-style-type: none"> • SVQ 4 in Health and Social Care or equivalent, as defined by the SSSC, or willingness & ability to achieve • SVQ 4 in Leadership and Management for Care Services or equivalent, as defined by the SSSC, or willingness and ability to achieve • Autism specific Qualification
<p>Knowledge & Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience within a social care setting and or lived experience • Good understanding of Autism, neurodiversity and specific practice and approaches <p>Desirable</p> <ul style="list-style-type: none"> • Experience of leading and supervising a team • Makaton Trained • SCM Trained • Delivery of training (e.g., child protection, SCM, Makaton, care planning, risk assessment, play & transitions) • Trauma informed

	<ul style="list-style-type: none"> • Knowledge of Picture Exchange Communication Systems (PECS) • Rota management
Working With Others	<p>Essential</p> <ul style="list-style-type: none"> • Promotes solution focused, collaborative and inclusive team working • Supports empathy, psychological safety and excellence • Promotes strengths and opportunities in others, promoting and enhancing equality and diversity • Promotes, models and supports culture where individuals are treated with dignity and respect • Promotes, models and supports a learning culture, valuing reflective practice and ongoing, constructive self-reflection to support individual and service improvements
Communication	<p>Essential</p> <ul style="list-style-type: none"> • A good verbal and written communicator, with ability to provide quality written and verbal reports that inform others • Informed approach to practice and reporting • Encourages and supports a two-way communication with all stakeholders, creating and promoting an environment where individuals are comfortable to express and constructively debate their opinions openly • Actively contributes to a culture that embraces change
Managing Self & Others	<p>Essential</p> <ul style="list-style-type: none"> • Ability to remain calm, positive and solution focused on stressful situations and overcoming adversity • Ability to manage own work life balance and model good practice • Ability to manage own stress and employs appropriate coping strategies • Models and promotes personal integrity • Ability to delegate effectively and motivationally • Ability to adapt style and approach appropriately to suit different people, cultures and situations.

	<ul style="list-style-type: none"> • Ability to support and participate in meetings professionally and confidently • Strength based approach, with ability to identify and praise others for work well done and recognition of strengths
Management of Services	<p>Essential</p> <ul style="list-style-type: none"> • Supports people and services using agreed organisational policies and procedures • Consults with others on ways to improve delivery of services • Seeks, collects, considers and acts on feedback from stakeholders and partners. • Completes timely internal and external reports accurately • Takes responsibility and holds individual accountability for decisions within services and organisation

A-ND operate an equal opportunity policy and commit to treating all our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.