



Job Title: Playscheme Team Leader

Base: Jigsaw Centre, 39-41 Carnie Drive, Aberdeen, AB25 3AN
Reports to: Children's Services Coordinator/Service Manager

Main Purpose of Job:

Lead a team of support staff to ensure the provision of a safe, secure and stimulating environment for children with autism/aphasia/social and communication difficulties. As Team Leader at Jigsaw, the ability to relate to, and communicate with, parents, colleagues and generally to work as part of a caring team is of paramount importance.

Organise and direct the work of Support Staff to ensure that the children are cared for in a manner appropriate to their individual needs. Create and devise programmes and activities to enable the children to enhance their social skills. Ensure the respect, dignity and privacy of children as far as possible.

Brief staff on all children attending Playscheme and all relevant data pertinent to the provision of care to these children

Maintain an accurate and detailed registrar of personal within the Playscheme at all times, documenting who has left/entered the building.

Create, monitor, maintain and review care plans on children attending Playscheme. In conjunction with Service Coordinator communicate with relevant personnel regarding care plan updates. Formulate and complete individual care plans and ensure staff familiarity with these. Maintain and update personal details of each child.

Be compliant with the Society's health, safety and fire regulations and ensure that they are strictly observed. Ensure staff compliance and adherence to set procedures. Report any concerns or areas for improvement to General Manager at the earliest opportunity. Monitor and review the effectiveness of procedures in an ongoing fashion.

Attend Team Leader and Support Staff meetings on a regular (6-weekly) basis and communicate any issues or concerns raised to the Management team.

Supervise and assist in the preparation of food for the children and the cleaning of toys and equipment as necessary to ensure that hygiene regulations are adhered to for the children's well being.

Assist in the revision of forms, systems and procedures to enhance the smooth running of the Playscheme.

To attend staff meetings, meetings with the General Manager, Sub-Committee meetings and Board Meetings as required and deemed necessary.

Keep financial data for all playscheme activities, including petty cash.

Communicate any concerns of a serious nature immediately to management. Provide reports upon request for either General Manager or Board of Directors.

Provide representation to management of any needs and/or concerns of staff and service users or their carers and communicate with all support staff to ensure appropriate two-way communication is established between support staff and management.

Maintain confidentiality for all areas of the job, the G.A.S., its staff and it's work.

The above list is intended to give an indication of the range of activities to be undertaken and is not exhaustive.

Signed

Date

Supervisor

Date