

The Myriad Centre



Team Leader

Purpose of the role

- To provide ongoing support to the registered Manager through daily supervision and coordination of the service delivery.
- To provide ongoing support to the Support worker team.
- To work as part of the senior staff team to devise, plan and deliver high quality and person centred support and services.
- To uphold the culture and values of The Myriad Centre through the service plan and policies.

Duties and responsibilities

- Support the Registered Manager in delivery, monitoring and evaluation of person centred planning.
- Supervising day to day service delivery and acting as a role model for promoting best practice and challenging poor practice.
- Train staff, mentor and guide team members
- Monitor the environment for risks and hazards and action accordingly.
- Developing and supporting the staff team, recognising and addressing staff issues.
- Coordinate staffing for breaks, activities, resources etc.
- Cover support roles in the absence of support workers as necessary.
- Carry out daily staff briefings on occasions.
- Working as part of the team to plan and deliver activities and actively engage service users.
- Coordinate medication administration as part of the senior staff team.
- Day to day coordination of students and volunteer activities.
- Implement the staff competency framework for staff knowledge and development.
- Attend external events as required.
- Coordinate and update care and support plans for all service users.
- Develop and maintain positive relationships with Parents/Carers.
- Participate in annual review meetings for service users with Parents/Carers.

This list is not exhaustive and you may be required to perform additional tasks as requested by the Registered Manager.

The Myriad Centre reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.

