

<b>Job Title : Activity Leader</b>	<b>Hours : tbc</b>
<b>Department : Adult Service</b>	

**Job Requirements**

<b>General</b>	Our Activity Leaders at TABLO are a fundamental part of our staff team with a particular remit to plan and deliver a wide range of exciting and challenging person-centred activities meeting agreed customer outcomes while developing the group.
<b>Knowledge</b>	Demonstrate an understanding of : <ul style="list-style-type: none"> <li>• How disability affects customers and their families.</li> <li>• Working within a care setting.</li> <li>• Safeguarding and Health and Safety Procedures.</li> <li>• Person-centred support</li> <li>• How to manage a small team of staff.</li> </ul>
<b>Skills and Abilities</b>	Demonstrate the skills and abilities to : <ul style="list-style-type: none"> <li>• Plan and implement challenging six weekly plans in line with the service specification of the group.</li> <li>• Develop weekly session plans to support individuals needs and achieve targeted outcomes.</li> <li>• Plan person-centred support for customers within group</li> <li>• Encourage staff members to follow the group and customers individual plans.</li> <li>• Help to create an atmosphere that suits individual customers and staff.</li> <li>• Maintain full and accurate records of daily activities using appropriate documentation eg daily logs</li> <li>• Provide sensitive and appropriate support that may involve personal care.</li> <li>• Provide a service in a non-judgemental way to all service users and staff.</li> <li>• Support, encourage and motivate customers to form positive relationships.</li> <li>• Work within a team and contribute effectively to the development of the service and organisation.</li> <li>• To mentor, support and supervise a small staff team.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Discuss the aims and objectives of the activity with customers and staff members.</li> <li>• Report any changes in customers’ physical or emotional condition to the Site Leader.</li> <li>• Participate in staff meetings, as and when required.</li> <li>• Excellent, clear communication skills both verbal and written</li> <li>• Reporting immediately to the Site Leader, or person in charge, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.</li> <li>• Understanding and ensuring the implementation of the organisations health and safety, infection control and hygiene policies, and emergency and fire procedures.</li> <li>• Reporting to the site leader, or the maintenance person, any faulty appliances, damaged furniture, equipment or any potential hazard.</li> <li>• Promoting safe working practice in the group.</li> </ul>
<b>Experience</b>	Experience of supporting adults in a care/social setting and an ability to work on own initiative is essential

<b>Educational</b>	Be prepared to undertake training as necessary
<b>Special Requirements</b>	An Enhanced DBS will be required prior to appointment. First Aid Trained (if not you will need to complete the necessary course) Safeguarding Training.

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

### **Job Description**

<b>Job Title : Activity Leader</b>	<b>Hours : tbc</b>
<b>Department : Adult Services</b>	

**Job Purpose: To plan and implement the delivery and development of TABLO Service** Our Activity Leaders at TABLO are a fundamental part of our staff team with a particular remit to plan and deliver a wide range of exciting and challenging person-centred activities meeting agreed customer outcomes while developing the group.

**Duties and Responsibilities:**

1. Ensure compliance with organisations policies and procedures and current legislation
2. Maintain daily administration tasks including:
  - Registers
  - Group Planning Documents
  - Registration forms
  - Accident/incident forms
  - Staff records
  - Co-ordinate personal care
  - Ensure policies are adhered to by all members of staff
3. Attend any training courses involved in the role.
4. To work at all times in accordance with all Take-A-Break's policies and procedures.
5. Report immediately any incidents of a serious nature to the office or on call.
6. To contribute to the overall quality of the service delivery, by working closely with other members of the staff team, helping promote good practice taking part and attending staff meetings, and contributing to meeting the objective of the team.
7. Be responsible and maintain the storage and safety of equipment.
8. To ensure, at all times that information about individuals is treated with respect and confidentiality, when receiving information, giving it, storing it and retrieving it.
9. To liaise with parents and carers and other professionals where necessary.
10. To familiarize yourself and the staff team with the Care Plans and Protocols of customers accessing the service to continue to develop practice.

SPECIFIC INFORMATION FOR INDIVIDUAL GROUP ACTIVITY REQUIREMENTS AND EXPECTATIONS IS AVAILABLE.