**JOB DESCRIPTION**

**JOB TITLE – Practice Lead**

**REPORTS TO – Assistant Manager (Day Opportunities)**

**WORKING DAYS – 35 hours per week worked across a 6-day week on a rota basis**

**Main Purpose**

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The Practice Lead will be responsible for ensuring we provide the highest quality of support, positive culture and personal values. To enable support workers to develop their support skills by embedding and modelling Active Support, observing their practice and providing them with coaching and mentoring.

The Practice Lead will ensure that support plans are person centred and meet the highest standards of care practices. They will make an active contribution to the team working closely with others to ensure the highest standards of care and build and maintain appropriate relationships with people we support, carers, colleagues, and other professionals.

Under the leadership of the Assistant Manager, the Practice Lead will supervise a designated group of staff.

1. **Accountabilities 80% of job role**

* Lead on meaningful activity planning and delivery for their allocated areas, ensuring activities are fully resourced.
* Lead on the development of their support staff team, by delivering and embedding high quality positive behaviour support and person-centred active support, through modelling good practice, formal and informal observation, and positive and constructive on the job feedback.
* Responsible for ensuring resources are available to support the people we support with communication and understanding to encourage independence and choice
* support learning and development by recognising potential, building self-esteem and maximising individual capacity for independence in the people we support.
* To contribute to the prevention and management of behaviours that challenge in a non-confrontational, non-judgemental manner, using a consistent approach and following behavioural management guidelines and Positive Behaviour Support as documented.
* To support and encourage the people we support to fulfil their potential by enabling them to create and maintain a fulfilling lifestyle, in accordance with their wishes and to encourage them to become active and valued members of society.
* Lead on assessing, setting and measuring people’s person-centred outcomes.
* To be responsible for the delivery of an individual’s nutritional requirements including eating and drinking, the provision of PEG feeds and assistance with complex feeding requirements etc.
* To supervise and monitor the preparation, cooking and serving of food to ensure standards are met in respect of nutrition, environmental health, dietary requirements etc.
* Undertaking a range of duties that facilitate an individual’s safety and well-being. This will include providing personal assistance, personal care, adhering to support plans and moving and handling plans where applicable.
* To support people on a shared and one-to-one basis, with personal care matters including intimate personal care, eating, drinking etc. ensuring the support given is in line with the individual support plan and risk assessments whilst maximising independence and always ensuring the health & well-being of the individual. Support will include assisting with transfers, using specialist equipment such as hoists and overhead tracking, pushing wheelchairs, organising suitable public and private transport and undertaking escort duties.
* Responsible for administrating prescribed medication to the people we support.
* To promote and support awareness of equal opportunities and promote a positive working environment.
* To act as a role model, always demonstrating high professional standards, shared values and a positive team culture.
* To ensure that staff within their team and the wider staff team complete all necessary paperwork in a timely manner and in line with the required standards and deadlines set. This includes incident reports, accident reports, safeguarding statements etc).
* Leading and allocating staff responsibilities within the service ensuring all tasks are completed and to a good standard. To lead by example promoting a positive and proactive way of working and leading your team by example.

1. **Accountabilities 20% of the job role**

* To carry out formal supervisions to support staff working within your team, to ensure they are well managed in line with Supportability’s policies and procedures.
* To complete all paperwork required to a good standard, ensuring it is written concisely that is detailed, informative, factual and completed in a timely manner and in line with service requirements.
* To act as required in relation to any performance or disciplinary matters in accordance with the Organisation’s policies and ensure full and consistent implementation across the Service.
* To record staff sickness and absence in line with Supportability policy, this includes the completion of return-to-work interviews for support workers.
* Deliver positive behaviour support meetings and support plan meetings to a keyworker team, ensuring that individual support plans are at a high standard and reviewed in accordance with legal and Supportability’s standards.
* To facilitate and oversee the key working role and responsibilities within your team to ensure all service users care and support files are updated regularly, and person centred.
* To be an active member of a multi-disciplinary team, and to liaise closely with staff, professionals, families and other stakeholders as appropriate.
* To participate in annual reviews and other reviews as required

1. **General accountabilities**

* To ensure that you and your staff have read and understood the organisational policies and procedures and that they are made aware of any revisions. This includes understanding internal safeguarding policies and procedures and your responsibilities in relation to the reporting of any safeguarding concerns.
* To ensure that any accidents or incidents that occur within the Service are reported in line with Supportability’s policies and procedures and reported to the relevant Line Manager, including ensuring that any paperwork relating to the accident / incident is completed appropriately and any immediate risks are addressed promptly.
* To assist with any other duties required as and when the business may require them.
* To work flexibly across Supportability to meet service demand and needs and this may include evenings, weekends and some unsociable hours.
* To undertake training to maintain and develop your professional skills and practice in line with Supportability’s policies and procedures and compliance with CQC regulations and local authority requirements and expectations.
* Holders of an appropriate driving licence must be willing to drive Supportability vehicles in order to support Service Users with social, pleasure and medical activities (additional training and support will be given).
* To attend and participate in Service team meetings and supervision sessions (including your own) throughout the year.
* To work closely with the service’s senior management team and be an active participant in team meetings.
* To participate in the on-call rota if required by the Service.

**Person Specification**

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|  | **Criteria** |
| **Qualifications** | * Positive Behaviour Support Coaches Programme, or willing to work towards. (E) |
| **Knowledge, Skills and Experience** | * 3 years’ experience in supporting individuals who have a learning or physical disability. (E) * Experience in supervising a staff team (D) * Experience of planning and delivering support sessions and activities to both individuals and groups. (E) * Medication administration, or willing to work towards (E) * Understanding the contractual requirements of delivering excellent person-centred care (E) * Competent in using all Microsoft Office Packages and IT equipment (E) * Experience in the development and review of person-centred support plans (E) * To be able to work using own initiative (E) * Flexible and adaptable to meet the changing needs of people we support and the service (E) * A commitment to own personal development (E) * Active Support (D) * Positive Behaviour Support (E) |
| **Competencies** | * A positive attitude towards disabled people * Able to work under pressure and prioritise own workload * Work in a person-centred way * Demonstrate excellent communication – verbal and written * Able to work on own or as part of a team * Pay attention to detail * Driven by results and process of continuous improvement * Be available to work across a 6 day week on a rota basis * To be flexible and able to adapt to the changing needs of the organisation * To have the mean to be able to travel to and support all services provided by supportability |