



**AUTISM & NEURODIVERSITY**  
NORTH SCOTLAND

Registered Scottish Charity No: SC0074214

## **Team Leader (Highlands) Job Specification**

- HOURS:** Full Time 37.5 hrs per week, permanent.  
Part-time will be considered.  
(37.5 hours per week over 7 days, inclusive of evening, weekend working and sleepovers)
- BASE:** 9-10 Bridgend Business Park, Bridgend Road,  
Dingwall, IV15 9SL
- RESPONSIBLE TO:** Registered Manager
- SALARY:** Between £26,380 & £28,507 per annum based on  
experience and qualifications
- CLOSING DATE:** Open until right candidate found.
- INTERVIEW DATE:** TBC
- HOW TO APPLY:** Submit CV with covering letter, detailing how you  
are the right person for this role & fit the essential  
& desired criteria to [jobs@a-nd.org.uk](mailto:jobs@a-nd.org.uk)

### **General Purpose**

The role of Team Leader is a key and essential role in supporting the management and shaping of our services and future, with significant opportunity for progression for the right candidate.

The person in the role of Team Leader will be a key member of the A-ND's Leadership Team and contribute to the wider leadership of the organisation.

The person in the role of Team Leader will manage and supervise a team of Support Workers, as well as deliver direct support to autistic and neurodivergent children and adults, with a 40/60 split role.

The person in the role of Team Leader will support the Registered Manager and wider operational leadership team, 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.

The person in the role of Team Leader will support the Registered Manager with the management and support of our operational teams who will be providing direct support as part of our Outreach Service, within the homes and local communities of the people we support, and within our Playscheme ensuring the provision of high quality, stimulating and safe environments for autistic and neurodivergent people from the age of 4 upwards.

The person in the role of Team Leader will regularly represent A-ND and our services positively and professionally internally and externally 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 support the Registered Manager with the management and coordination of the referral and selection process for individuals and services.
- To support the implementation of appropriate and personalised Personal plans for people we support, ensuring they are at the centre and involved in decisions about their own support.
- To support, implement, monitor and report on Outcomes Star for the people we support and wider service.
- 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 Registered Manager with the organisation and deployment of operational staff (rota management), providing quality and appropriate support, in line with Service Level Agreements.
- To support the Registered 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, CI Quality Framework 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 Registered Manager and senior leadership team, at planning meetings with Local Authority representatives, promoting positive professional and public awareness of our services and organisation.
- To 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 ensure agreed standards of service delivery, policies and procedures follow relevant legislation, CI Quality Framework, National Care Standards and purchaser requirements.
- To review and implement risk assessments and management strategies for operational services in line with the organisation and Regional Manager.
- To undertake any other tasks as may be reasonably requested and required.

### Person Specification

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• SVQ 3 in Children and Young People or Health and Social Care or equivalent, as defined by the SSSC. Or a willingness &amp; ability to achieve.</li> <li>• Relevant children and young people training / qualification, as defined by the SSSC for children and young people day care services.</li> <li>• Driving License and use of car.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• SVQ 4 in Health and Social Care or equivalent, as defined by the SSSC, or willingness &amp; ability to achieve.</li> <li>• SVQ 4 in Leadership and Management for Care Services or equivalent, as defined by the SSSC, or willingness and ability to achieve.</li> <li>• Autism specific Qualification</li> </ul>
<b>Knowledge &amp; Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience within a social care setting</li> </ul>



	<ul style="list-style-type: none"> <li>• Good understanding of Autism, neurodiversity and specific practice and approaches</li> <li>• Experience of leading and supervising a team</li> <li>• Rota management</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Makaton Trained</li> <li>• SCM Trained</li> <li>• Delivery of training (e.g., child protection, SCM, Makaton, Personal planning, risk assessment, play &amp; transitions)</li> <li>• Trauma informed practice.</li> <li>• Picture Exchange Communication Systems (PECS) or alternative communication methods</li> </ul>
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A-ND believes on recruiting based on values, competency, and behaviours. Based on theory, A-ND uses the Four Stages of Contribution Model Assessment (*Drs, Gene Dalton & Paul Thomson*) [Korn-Ferry-Institute-The-Four-Stages.pdf \(kornferry.com\)](https://www.kornferry.com/institute-the-four-stages.pdf)

<b>Competency</b>	<b>Behaviour</b>
<b>Learning Disposition</b>	<ul style="list-style-type: none"> <li>• Learns from experience.</li> <li>• Values and pursues on-the-job learning activities.</li> </ul>
<b>Organisational Savvy</b>	<ul style="list-style-type: none"> <li>• Works within organisational culture</li> <li>• Understands and manages sources of power, information, and influence to accomplish work.</li> </ul>
<b>Technical / Functional Expertise</b>	<ul style="list-style-type: none"> <li>• Demonstrates technical knowledge.</li> <li>• Learns/grows in technical/function areas</li> </ul>
<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"> <li>• Prioritizes</li> <li>• Manages time and resources efficiently</li> </ul>
<b>Strategic Alignment</b>	<ul style="list-style-type: none"> <li>• Works in a way that supports organisational goals.</li> <li>• Views work from a "big picture" perspective</li> </ul>
<b>Develops Capability</b>	<ul style="list-style-type: none"> <li>• Seeks and provides feedback.</li> <li>• Develops self and others.</li> </ul>



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<b>Valuing Diversity</b>	<ul style="list-style-type: none"><li>• Utilises different perspectives.</li><li>• Respects others' differences</li></ul>
<b>Influencing</b>	<ul style="list-style-type: none"><li>• Effectively persuades others in the organisation.</li><li>• Builds influence through credibility.</li></ul>
<b>Relationship Building</b>	<ul style="list-style-type: none"><li>• Networking capabilities</li><li>• Builds trust</li></ul>
<b>Business Acumen</b>	<ul style="list-style-type: none"><li>• Understands organisation's value proposition.</li><li>• Keeps up with relevant developments.</li></ul>

*A-ND operate an equality, diversity and inclusion 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.*

*A-ND commit to offering neurodivergent applicants an automatic interview should all essential criteria be met.*