



Job Description

Senior Group Leader

Function & Accountability

The Senior Group Leader will assist the Project Coordinator and Scheme Officer in developing and organising an activity programme for the disabled children and young people. They will work with the young people and volunteers on the Project on the organised activities. The post-holder will be accountable to the Project Coordinator and Scheme Officer and in their absence, to an identified member of the Management Committee.

This job description does not form part of the contract of employment.

Hours and rate of pay

This is a fixed term post. The hours are variable during the period of employment, but may include some weekends and evening work. The hourly rate of pay for the 2012 Project is available on application.

Pre Project Training:

- Availability from 9.30am to 4.30pm Monday to Sunday during the week preceding the scheme, for compulsory training, planning and set-up days.

During the duration of the Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday

Daily attendance on the Project is compulsory and non-negotiable.

Outside the Project the Senior Group leader is required to attend all of the following:

- Project planning meeting with the Advisory Committee, Project Coordinators, Scheme Officer and Group Leaders
- externally-run one-day first aid course if a current first aid certificate is not held
- two-day training course on the management of challenging behaviour
- half day moving and handling training course

- staff training day (approx. 4 hours) and all volunteer training days
- set-up day

A 30minute break is given for lunch each day.

Post Project:

- Project Review Meeting (usually held in September)

Duties

- to adhere to all relevant published policies and procedures of Whitgift SNAP
- to assist the Group Leaders and Volunteers in implementing Behaviour Management Care Plans
- to maintain the confidentiality of all personal data including medical information of children and young people, and volunteers where appropriate
- to assist the Scheme Officer in the training of staff and volunteers
- to assist the Group Leaders in planning in advance appropriate pairings of volunteers and young people (based on prior knowledge/documentation of both the young person's needs/behaviour and volunteer's level of experience/skills).
- to support and assist the Group Leaders in the supervision of volunteers during the scheme ensuring that a ratio of one volunteer to one disabled child/young person is maintained wherever possible
- to assist the Scheme Officer with the management of the challenging behaviour of young people, as required, with the support of the Group Leaders where necessary, ensuring that actions taken are in accordance with relevant policies.
- to allocate Group Leaders to outings and on-site activities
- to ensure that activities during the scheme on-site are properly supervised by allocated Group Leaders and provide assistance and support where necessary
- to prepare outings packs ensuring that these include all relevant information, admission tickets, monies required and risk assessments
- to ensure that Group Leaders have collected outings packs, first aid and personal care kits, and liaised with the Care Coordinator to collect required medication before leaving on trips
- to ensure that trip registers are delivered to the SNAP office promptly and that Group Leaders have appointed a suitable 2IC before leaving
- ensuring total awareness and observation of all health and safety policies
- to ensure that all required equipment is out for activity sessions and assist with and supervise tidy up at the end of each day
- Prepare a 'Tidy Up' rota assigning each group to a different room/area
- to ensure loan equipment is used appropriately at all times and that all items are safely stored at the end of each day and identified for return at the end of the Project
- to organise and supervise drink and lunch breaks

- to attend end of day meetings with Group Leaders and their volunteers
- to attend end of day staff meeting with the Scheme Officer, Group Leaders, Project Coordinator and Management Committee members
- to provide administrative support in maintaining lists, registers and schedules during the Project
- to ensure records of pairings of volunteers and young people are kept up to date
- to advise the Project Coordinator and Scheme Officer of any issues arising with volunteers or young people and to help resolve these issues
- to advise the Care Coordinator if a young person/volunteer is in need of medical attention and report all accidents/incidents in accordance with procedures
- to report any suspicious findings, eg. signs of suspected child abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children Policy
- to assist in the scheme set-up and dismantling
- such other duties as may be reasonably required to ensure a safe and successful Project

The above list of duties is not intended to be exclusive and may be amended by mutual agreement at any time, and reallocated as necessary.

Criteria

Qualifications	<p>Current Medic First Aid Certificate *</p> <p>Current certificate for moving/handling from a recognised training body *</p> <p>Responding to challenging behaviour training (specific course to be provided by Whitgift SNAP)</p>
Experience	<p>Work in a paid or unpaid capacity with disabled people</p> <p>Work in a paid or unpaid capacity with volunteers in a supervisory role</p>
Knowledge & skills	<p>Knowledge of physical and learning disabilities</p> <p>Communication and leadership skills</p> <p>Self-motivated and an ability to motivate others</p> <p>Initiative</p> <p>Teamwork skills</p> <p>Administrative skills</p> <p>Skills in any of the following would be helpful but are not essential :</p> <ul style="list-style-type: none"> • art and craft activities • sport/indoor games • drama

Aptitude & disposition	<p>Active promotion of good equal opportunities policy practices</p> <p>Commitment to Whitgift SNAP's health and safety policies including good lifting practice</p> <p>A positive approach to working with disabled children and young people</p> <p>Appreciation of the importance of volunteer contributions</p> <p>Awareness of different cultures and backgrounds</p> <p>Patience is essential</p> <p>Energetic</p>
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** Appropriate training courses will be offered to the successful applicant if required.*

The successful applicant must have full time availability for the duration of the Project in July/ August and the preceding compulsory training week, during which all training must be successfully completed.

All staff must hold a valid First Aid Certificate. If a valid certificate is not held, Whitgift SNAP will provide staff with the opportunity to attend a subsidised First Aid course, but will not pay staff for their hours of attendance on the course.

Expenses will be re-imbursed in accordance with the Staff Expenses Policy.

All paid staff must supply proof of entitlement to work in the UK and require Enhanced Police Disclosure from the Criminal Records Bureau. All offers of employment are also subject to written references as detailed in the Staff Selection Policy.

All paid staff and volunteers participating in Whitgift SNAP are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities.