



JOB DESCRIPTION

JOB TITLE: **TEAM LEADER** (AFTER SCHOOL CLUB, SATURDAY CLUB, HOLIDAY CLUB)

RESPONSIBLE TO: THE MANAGER/TRUSTEES

RESPONSIBLE FOR: SUPPORT & SUPERVISION OF YOUTH SUPPORT WORKERS, BUDDIES/VOLUNTEERS, RISK ASSESSMENTS & INITIAL ASSESSMENTS, SUPPORT & SUPERVISION OF CLUB MEMBERS AND RELEVANT TRIPS & ACTIVITIES

HOURS OF WORK:

AFTER SCHOOL CLUB: 3PM - 6PM MON/WED/FRI

ALTERNATE SATURDAYS 9AM - 4.30PM CONTRACTED HOURS

SCHOOL HOLIDAYS 9AM - 4.30PM CONTRACTED HOURS FEB/EASTER/SUMMER /OCT

OPPORTUNITIES FOR ADDITIONAL HOURS (TRIPS)

RATE OF PAY: £8.50 PER HOUR*

*Subject to change as per policies and procedures

PURPOSE OF ROLE:

SNOOSC is a dynamic, forward thinking, empathetic Charity that provides support to disabled young adults/children and families in Bedfordshire.

The role of Team Leader is vital for the smooth running of the clubs/sessions, where team members youth support workers/buddies/volunteers will help provide valuable interaction and play opportunities for club members and their families.

DUTIES & RESPONSIBILITIES:

Interaction, Play & Communication; to offer diverse, safe and stimulating activities for club members of all ages and abilities whilst attending sessions

There will be pre-programmed activities and trips in which staff will be expected to encourage participation (such as sports, arts and crafts. music sessions, and storytelling). During all sessions the Team Leader is required to supervise Youth Support Workers, Buddies/Volunteers; Co-ordinating with the Deputy Team Leader.

The Team Leader is required to use their initiative and supervise activities and staff accordingly in a safe manner. The Team Leader has the responsibility of taking overall supervision of sessions.

The Team Leader, together with office management, is responsible for conducting initial assessments for club members with their parents/Carers, and for completing risk assessments; these may be completed at home after it has been agreed with the Management/Trustees.

The Team Leader is required to show leadership, enthusiasm, patience, creativity, good communication skills (with colleagues, families and young people), resourcefulness, diplomacy and command, honesty, and a commitment to club members play and development

To have a pleasant manner, maintain professional relationships with other staff members and communicate effectively with Parents/Cares/Colleagues as the need arises, and to apply mentoring for all staff, when needed.

All workers must ensure they understand the varied needs of the club members from different cultural and family backgrounds and with different disabilities.

To ensure that ALL staff maintain confidentiality towards clients and SNOOSC organisation at all times including when out of work and on social media.

GENERIC DUTIES & RESPONSIBILITIES:

To lead the team to ensure a safe and secure but friendly, creative and stimulating environment for club members and ALL staff/buddies/volunteers at all sessions.

To ensure that toys, equipment and venue is maintained in a clean and tidy manner both during the day and at the close of session. This may include setting up and packing away.

All workers are required to assist in maintaining clear, accurate records of club members attending, accidents, incidents, and other information as required. The Team Leader is required to complete these, also medication, intimate care, and risk assessments.

The Team leader is required to undertake other tasks as and when required when asked by the Manager/Trustees such as assisting in interviews for youth support workers/buddies/volunteers.

The Team Leader will be expected to work autonomously for a large part of the time and to work unsupervised, prioritising workload and dealing with unexpected situations in a professional manner.

CARE - ALL SESSIONS:

The Team Leader will be required to ensure that there is sufficient staff for one to one care for the club members that need it, and to apportion staff, and that this is carried out in a safe and enjoyable environment across all sessions.

The Team Leader will be required to supervise staff in addition to supporting young adults/children to participate in the organisation of play and learning activities and to ensure that breaks and lunches are covered as and when required.

To assist or delegate staff towards club members during meal times and intimate care will be required along with moving and handling.

The Team Leader will be required to familiarise themselves with club members' needs before opening of the sessions (through profile forms such as BMPs/SSPs) and must take into consideration such needs whilst supervising the provision.

To work closely with families of young adults/children with Special Needs and in a way consistent with our role as an organisation; Update Parents/Cares verbally and/or written at the end of the day, if required.

POLICIES & PROCEDURES:

The post holder must ensure that they read and familiarise themselves, to know and comply with SNOOSC policies and procedures.

To ensure that the premises, rules and regulations are adhered to at all times whilst at work (The venue is located at Bedford Square Community Centre, Tithe Farm Road, Houghton Regis, Dunstable LU5 5ES) with occasional trips and activities at other locations and sites.

To promote and foster the reputation and standing of SNOOSC at all times and to support the rest of the team in doing the same.

Fulfil the duties and responsibilities of an employee as regards Health and Safety at Work, including own safety and self-management.

TRAINING & DEVELOPMENT:

The post holder must attend the following required and continuous training session:

- 1) Safeguarding
- 2) Child Protection
- 3) Manual Handling

Undertake additional training as required and take a positive approach to personal development (such as Intimate Care, Fire Safety, Medication awareness etc).

Please note that required training will be free of charge to employees, although this is to be referenced with SNOOSC training form to be signed by employees before training.

TEAM ETHOS:

SNOOSC is a small organisation and depends on a team ethos, shared approach and positive relationships on all levels.

Work effectively as a team, supporting other team members and being willing to receive support whilst fulfilling your own responsibilities and tasks.

Ensure good communications and relationships within the team at all times. Attend team meetings, personal appraisals and task group meetings proactively and as a contributor.

SNOOSC is a Charity and relies heavily on fundraising for the organisations income. Staff are encouraged to support occasional fundraising events and if possible engage their own people networks in gaining support for the Charity.

PLEASE NOTE EMPLOYMENT IS SUBJECT TO:

A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK 2 SATISFACTORY REFERENCE CHECKS, 1 OF WHICH MUST BE FROM YOUR MOST RECENT EMPLOYER OR PLACE OF STUDY.