

Job Description

JOB TITLE:	Activity Leader (SEND Short Breaks Club)
DEPARTMENT:	Activities & Active Care
JOB PURPOSE:	To provide safe and appropriate respite care to a range of children of special educational needs in line with the SSG's project specification and operational guide. This position will be working across three key functions which are broken down into Activity Leader, Care Leader and Room Leader and expectations are that you will work across each function.
RESPONSIBLE TO:	Project Lead / Operations Manager
RESPONSIBLE FOR:	N/A
LOCATION:	Various (Head Office: Alexander Sports Centre, Sidney Road, Bedford MK41 2BQ)
HOURS:	4 hours per week, Saturday
SALARY RANGE:	Up to £10.00 per hour, depending on experience

Main duties and responsibilities:

1. Activity Instruction:

- 1.1. To safely and effectively supervise a group of participants in the pre-planned facilitation of a range of activities across the programme.
- 1.2. To ensure the safe supervision of all participants including safe care and safe practice.
- 1.3. To supervise and support children with a range of special educational needs which could include working with children on a 1:1 basis including providing personal care as appropriate.
- 1.4. To demonstrate an understanding of a positive engagement with representation of SSG to participants, customers and stakeholders.
- 1.5. To demonstrate an understanding of key elements of activity delivery of the project/programme being delivered.
- 1.6. To ensure that the rooms have a range of safe activities set up in a timely manner and participants are engaged and safe whilst undertaking them.
- 1.7. To demonstrate an understanding on how to ensure participants achieve enjoyment, fun, inclusive and meaningful play from the sessions facilitated in line with SSG's programme specification.
- 1.8. To demonstrate an understanding of project overviews and session/activity plans.
- 1.9. To demonstrate an understanding for positive behaviour management.
- 1.10. To maintain SSG's minimum standards in all aspects of session delivery and operational delivery policies.

- 1.11. To ensure all communications with management and leadership remains positive, professional, appropriate and timely using the correct recognised methods and that all communications remain confidential when required.
- 1.12. To exercise good time keeping, a positive approach around customers, flexibility to customer needs and confidentiality with all customer information.

2. Operational Support:

- 2.1. To support the operational management team in the general upkeep of the stores and the delivery equipment in them.
- 2.2. To support the operational management team in the general upkeep of the SSG Services vehicles and in the general needs around logistics for equipment and people.
- 2.3. To support the operational management team with administrative duties including marketing and programme documentation.

3. General

- 3.1. To behave as a professional and socially responsible role model for other staff and participants of SSG Services.
- 3.2. To speak positively about SSG Services with staff, customers and other stakeholders of SSG Services.
- 3.3. To adhere to all SSG Services HR and operational policies and procedures.
- 3.4. To proactively communicate with your manager about concerns and issues either within your job role and/or external factors that are affecting you in your job role.
- 3.5. To meet the SSG core competencies for staff.

4. Other

- 4.1. Undertake any other reasonable activity required by senior management considered as within the scope and purpose of the job and the aptitudes of the job holder.
- 4.2. Maintain a proactive approach to self-development in relation to identifying areas of support, training and qualifications that the company may be able to support.

This job description does not form part of your contract of employment and will usually be reviewed at the time of the post holder's annual performance development review, however it may be reviewed and changed at any time in order to meet changing circumstances.

Signed (Line Manager) Date

Signed (Post Holder) Date

Person Specification

Item	Essential	Desirable	Assessment Criteria
Qualifications	A good standard of education	First Aid Certificate	Certificates/Licence
Skills & Knowledge	<p>A strong understanding of pastoral care, safeguarding,</p> <p>A strong understanding of parent engagement and customer care and activity health and safety.</p> <p>Ability to plan and prepare for sessions with creative ideas.</p> <p>Effective and timely session set up</p> <p>Strong and positive people skills (both with children and adults)</p> <p>Appropriate knowledge within the area of delivery</p> <p>Effective and energetic delivery styles</p> <p>Detailed admin and reporting skills</p>		Application Form/CV and references
Experience	One year experience delivering activities to SEND children		Application Form/CV and references

Personal Qualities	<p>A positive, enthusiastic, can do attitude</p> <p>A willingness to learn and develop as a professional and become an effective member of a team.</p> <p>Have a high degree of self-motivation and a discipline to work on your own, while maintaining high standards</p> <p>An interest and/or background in physical activity, sports and/or outdoor activities</p> <p>A passion for people</p>		Application Form/CV, References and Interview
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