



## **JOB DESCRIPTION for GROUP LEADER Activity Schemes**

**Base:** Various, Bedfordshire

### **Accountable to:**

- **The senior management team**  
Every Group Leader has the responsibility of responding in a timely manner to any communication requests from the management team.

### **Induction and Supervision (Performance Review)**

- To participate fully in the above processes to monitor progress and develop to full potential.

### **Job Summary:**

To take responsibility for the young people allocated into your care on the scheme and facilitate their maximum participation in the activities provided. To actively lead your allotted team, plan, organise and facilitate appropriate activities in collaboration with them. To fully brief and support your team to carry out the daily schedule. To operate within the budget allocated for their group and keep accurate records of expenditure. To assist in the day to day running of the scheme, adhering to policies in all work practice. To support and guide all staff. To ensure effective communication with young person and their families. To raise any risks/issues you identify with the management team.

## **SPECIFIC RESPONSIBILITIES**

### **Prior to the young person arriving and after leaving**

- To be punctual in all aspects of the daily schedule, allowing time for necessary preparations.
- To ensure there is a documented plan of creative activities at the start of each session.
- To carry out and document a risk assessment for each session, the young people and staff participating.
- To organize your resources, including bookings and purchases, prior to the start of the session, ensuring enough time to source and purchase resources.
- To ensure equipment is set up at the beginning and cleared away at the end of each session.
- To manage stock levels and report deficiencies to the management team in a timely manner that allows appropriate action to be taken
- To ensure equipment is stored away neatly and correctly. Ensuring rooms are secured e.g. lights turned off, windows, blinds and doors closed.
- To respect and look after any equipment being used, reporting damage, loss or theft as soon as practicably possible. Failure to do so may result in disciplinary action.



- To manage the briefing, debriefing and forward plan activities with the team focusing on the benefits and values of play, the needs of the young people in your care and resources.
- To manage the briefing communicating details to your team of planned activities, ensuring everyone has a clear understanding of the young person they are working with, the activities and tasks expected of them.
- To value the opinions of all staff and encourage participation in activity planning.
- To support all members of the staff groups and look for opportunities to develop their potential.
- To be aware of the areas that the scheme is permitted to use and respect the premises at all times.
- To manage the registration process for your group.
- To ensure paperwork is collected and returned according to the designated process in line with Data Protection responsibilities.
- To evaluate the play and leisure opportunities provided to the young people.
- To return the room/venue to its state prior to the start of the session.
- To ensure school property/property not owned or hired by BDCPs is not tampered with by staff or young people. Negligent use of property could result in disciplinary action.
- To manage the budget allocated for the group session, being mindful of the constraints on the charity's operations.
- To carry out any other tasks as directed by the management team.

#### **When Young People Arrive/Leave**

- To ensure all families are welcomed in accordance with our Equal Opportunities policy.
- To register and sign out all young people attending the scheme and take their daily contact details.
- To ensure all young people have all the necessary equipment or care items, for their comfort and safety.
- To introduce the young person and their family to their keyworker.
- To make yourself available to any parent with any concerns regarding the scheme and to advise the management team of these concerns.

#### **When Young People Are In Attendance**

- To protect your own health and safety and the health and safety of all those around you.
- To safeguard and promote the welfare of the young people in your care.
- To actively organize the scheduled session and ensure total participation.
- To continually assess the activities that are in operation and adapt them as necessary, having plans in reserve.
- To communicate daily with the parents of the young people in your group.
- To pass on any information to the Management team about your young person as necessary.
- To be responsible for any young person entrusted in your care, ensuring that you enable the young person to access the activities, and enjoy the scheme.
- To meet the personal care needs of the young people in your group, including toileting and feeding where necessary.



- To administer gastronomy feeds and medication when deemed competent and in line with training given.
- To ensure the young person is clean after and any equipment is washed/cleaned and returned to their bags.
- To participate fully and enthusiastically in all the day's activities. To be patient with the young person you are working with
- To support, lead and supervise the team, whenever required
- To refer to Management team for any issues you are unable to help your team with and follow up the response.
- To give the young people as much control and as many choices as possible.
- To ensure that if you need to leave your young person or group, even for a few moments i.e. to go to the toilet another member of staff takes temporary responsibility for the young person/group.
- To complete the home/scheme book at the end of each day for your young person and to ensure others have done so and that they are meaningful.
- To organize groups for off-site activities ensuring all relevant checks are completed and that all young people have necessary equipment/items with them.
- To professionally represent the scheme when liaising with outside organisations and to continually assess the safety of the group at all times.
- To observe staff in their pairings with the young person, looking out for staff that may need assistance.
- To relieve staff to allow them to take 10 minute breaks from their young person where appropriate throughout the day.
- To work alongside your team helping them to support the young person.
- To support staff with special needs.
- To carry out staff appraisals and inform the Management team of any training needs.
- To attend and participate in a daily briefing with the Management team.
- To ensure that the activities continue to allow young people full participation and adapt as necessary, supporting staff and volunteers in this respect.
- To keep the play area clean and tidy.
- To keep the staff area clean and tidy.
- To keep a full and accurate log of accidents, incidents and near-misses and ensure these are communicated to the management team. They must be processed in accordance with Data Protection requirements.
- To adhere to all policies and procedures in your working practice and commit to updating yourself on these throughout attendance at the sessions.
- To assist with any other duties of a similar level and responsibility as requested by the Management team

#### **Prior to the scheme**

- To attend an activities planning session.
- To attend the induction training prior to the activity scheme running.



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- To be aware of the Young person Protection Policy, Behaviour Management Policy, Fire and Emergency Evacuation Policy and adhere to Health & Safety issues – as specified during the training sessions. To familiarize yourself with as many other policies as possible.
- To provide a positive role model for the young person attending the group. This includes suitable dress code.

**Person Specification – Team Leader**

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to lead and work in a team	X	
Commitment to Equal Opportunities	X	
Ability to work under pressure with minimum supervision	X	
Ability to use own initiative within delegated authority and the ability to delegate to others	X	
Good communication and listening skills	X	
Ability to relate sensitively with parents/carers	X	
Experience of report writing	X	
Ability to motivate self and others	X	
Planning, organisational and time management skills	X	
Empathy with young person and young people's needs	X	
Willingness to learn about special needs	X	
Has a flexible approach to work	X	
Demonstrates enthusiasm, imagination and commitment	X	
Reliable	X	
Caring	X	
Professional	X	

<b>Work Experience</b>	<b>Essential</b>	<b>Desirable</b>
Management and supervision of a team	X	
Experience of working with young person and young people with high support/complex needs.	X	
Ability to provide stimulating, exciting and challenging play environments.	X	
Experience in planning and managing a project	X	
Proven previous Experience of Working in a Special Needs Play Environment.	X	
Ability to provide a wide range of practical care skills.	X	
Experience in managing challenging behaviour		X
Safeguarding	X	
Health and Safety, including risk assessments		X
Manual Handling		X
Confidentiality		X



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Managing a budget		X
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<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Cerebral Palsy		X
Epilepsy		X
Special Needs/Disability Awareness	X	
The value of play in young person development	X	
The role of the voluntary sector		X
The role of the statutory sector		X
Understanding the operations of charitable organisations		X

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE level or equivalent		X
child care or related Qualification		X
NVQ level 2		X
First Aid		X