



## **Job Description and Person Specification**

### **Job details**

Job title: **Summer Leader**

Grade: £14.13 - £14.35 per hour (£27,254 - £27,694) NNCBAND02

Reports to: Active Communities Officer

Responsible for: Summer Assistants / Casual Generic Leisure Assistants

Directorate and Service area: NNC Leisure Services – Active Communities

Fixed Term: 7 weeks July/August Summer Holidays – Full time 37 Hours pw

**APPLICANTS MUST BE 17 YEARS OLD OR OVER TO BE OFSTED COMPLIANT**

### **Purpose of the job**

- To oversee the daily delivery programme of the Summer NNC SPLAT Holiday Club in accordance with OFSTED requirements and to supervise and support the SPLAT Holiday Club staff team.
- To support in the delivery of the NNC Active Communities - Summer Holidays programme of activities including fundays, play and sports sessions and other events.
- At all times, ensure every child's wellbeing and safety and support their personal development.

### **Principal responsibilities**

1. To manage the day-to-day service of the SPLAT holiday club, working to OFSTED requirements in line with Council policies and procedures including registration, daily check in and out of attendees, risk assessments, food preparation procedures, first aid and medical procedures and accident reporting.
2. To supervise, plan and deliver activity sessions, including craft, recreation, music, drama and games within the SPLAT Holiday Club that are safe, effective and support the positive personal development of the participants.
3. Provide positive communication with parents and guardians, giving feedback and effectively deal with any enquiries.
4. To understand and implement OFSTED and other relevant policies including North Northants Council's policies and procedures as they relate to the delivery of services to young people; in particular the Data Protection Act, GDPR, Health and Safety, Equal Opportunities and Safeguarding, and codes of conduct.
5. To supervise and support the SPLAT Holiday Club staff and volunteers by completing rotas, supporting with staff training and personal development and giving performance feedback.

6. To inform the line manager of any accidents / incidents which occur whilst working on programmes, and to inform the appropriate officer of any safeguarding concerns which may arise.
7. To assist and support with the delivery of other NNC Active Communities sessions and events delivery as required, i.e. Other Holiday programme sessions, Fundays, ICan Events,
8. To undertake monitoring and evaluation of sessions as required and support the Active Team with reports such as SPLAT, HAF and other programmes.
9. To undertake personal development training which will support the project's delivery in i.e. Coaching, First Aid, Mental Health, Health and Safety, Safeguarding
10. To display consistently high standards of behaviour in accordance with NNC code of conduct for play and activity leaders and to respect the rights of the participants and ensure that their wellbeing and safety is considered at all times.
11. Ensure an excellent standard of customer care are implemented and maintained by always demonstrating North Northamptonshire councils core values. Customer Focused, Respectful, Efficient, Supportive, Trustworthy.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.

Post holder must be prepared to undertake training as required.

A valid driving licence and access to a car for work purposes is beneficial for this post.

This post will require satisfactory clearance of a Disclosure and Barring Service disclosure.

Must be able to:

- Oversee the day-to-day delivery of the SPLAT Holiday Club service.
- Complete all administration for the SPLAT Holiday Club, and other tasks as required.
- Ensure all planning and adaptations for sessions are undertaken and SPLAT Holiday Club staff are briefed and supported.
- Positively communicate with Parents and Guardians giving feedback and dealing with all enquiries effectively.
- Undertake other duties relating to the Active Communities Team service as required.

### **Miscellaneous**

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

This post will require satisfactory clearance of a Disclosure and Barring Service disclosure.

Working hours will include evening and weekend working which is inclusive of the pay grade. Working hours are negotiable to meet the needs of the service.

The post holder will be required to travel across North Northamptonshire

There may be occasions at some sites when the post holder will be lone working – Risk Assessment has been undertaken.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Good General education with recognised qualification in Maths and English GCSE grade C or equivalent</li> <li>• Play Leadership, Coaching, Teaching Qualifications Levels 1 or above or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Safeguarding Qualification trained</li> <li>• Working with the disabled or equivalent training</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Proven successful track record of working with children in a play, teaching, sport or recreation setting</li> <li>• Experience of organising and delivering structured sessions and activities for young people</li> <li>• Experience of delivering sessions for various abilities</li> <li>• Good knowledge base of Health and Safety</li> <li>• Experience of collating records and completion of paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with disabilities</li> <li>• Experience of fostering good relationships, supervising and mentoring a small team</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• Good level of written and oral communication skills</li> <li>• Ability to work under own initiative and as part of a team</li> <li>• Be able to communicate with a wide range of people from different backgrounds and ages</li> <li>• Positive approach to personal development</li> <li>• Highly motivated with good team working skills</li> <li>• Strong customer service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of IT processes and good administration skills</li> </ul>

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>• Ability to work during summer holidays</li> <li>• Available to attend training sessions before the summer holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence and access to own transport or ability to travel within North Northants may be required.</li> </ul>