



Job Description

Job Title

- NCS Autumn 2021 Team Leader

Location

- The Misbourne School, Misbourne Dr, Great Missenden HP16 0BN

Position in the Organisation

- Reports To: NCS Project Leader
- Responsible For: Leading young people aged 16 - 17 years old in groups of 12 - 16
- Working With: NCS Team

Main Purpose and Scope of the Role

NCS Team Leaders will lead and support a cohort of 12 - 16 young people on the Action4Youth National Citizen Service (NCS) programme over a period of two consecutive weeks. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or behavioural difficulties. The Team Leader may also need to provide one to one support for young people with special educational needs. You will supervise the same group throughout the programme.

You are also required to attend the staff training event (date TBC).

During the programme you are responsible to the NCS Wave Leader and NCS Project Leader.

Programme structure and your role:

Week 1 - five days Monday - Friday non- residential

This week will include teambuilding activities and skills sessions:

- Follow structured activity timetable
- Supervise young people and manage behaviour during all activities
- Register young people in your group each day and complete required paperwork
- Supervise young people whilst travelling to the outdoor education centre
- Enthuse and get involved in all activities.

- Be proactive and lead by example at all times
- Ensure your group is on time and following behavioural code of conduct
- Facilitate quality Guided Reflection sessions on a daily basis
- Lead activities and sessions which are not led by external facilitators
- Provide 1:1 support to young people with additional needs

Week 2 - five days Monday – Friday non- residential

This will include social action project planning and delivery:

As above for week 1, plus;

- Follow structured timetable and lead your group during activities and travel
- Supervise your group off site during their charity visit
- Assist your group with their Social Action project planning and their Dragons Den presentation. Allow young people to take the lead but be involved at all times and direct ideas and planning so it is feasible and achievable. Your input will be key to keeping them on target.
- Ensure all your group is clear on the plans for their Social Action Project
- Ensure risk assessments are in place for social action project activities Wednesday – Friday
- Meet with your group every day at the location provided.
- Support your group with the delivery of their project.
- Communicate clearly with charity partners regarding projects and ensure that they are always kept up to date
- Provide adult supervision and be present at events and activities.
- Ensure Health and Safety procedures have been followed and incidents reported.
- Ensure quality Guided Reflection sessions happen daily

Duties and Key Responsibilities

To supervise young people in all activities, during both week one and two. To include:

- Away and home travel for activity days
- Taking registers of participants on both outbound and inward journeys and keep them safe whilst in your care.
- At the request of the Wave leader store and assist young people in your team with personal medication if they are not able to do so themselves
- Ensure participants are fully versed with travel arrangements both outbound and inbound journeys.
- To actively take part in daily activities both indoor and outdoor and supervise your group.
- To provide support and direction to all group members.

- To guide and assist your group through a Personal and Social Development programme.
- To monitor students' welfare throughout course and to be especially aware of recorded allergies, physical and mental conditions, and to follow the procedures in place.
- To liaise and communicate with NCS Wave Leader, Action4Youth staff and your Team Assistant on a regular basis.
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

General Responsibilities

- Support the continued development of quality standards as specified by Action4Youth and NCS.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

Terms and Conditions

Place of work:	The Misbourne School, Misbourne Dr, Great Missenden HP16 0BN
Transport:	Transport to and from the activity days will be provided via coach from The Misbourne School. You will be expected to make your own travel arrangements to and from the delivery location.
Dates and working hours:	Monday 29 th November- Friday 10 th December 8:30am- 3:30pm (Monday- Friday only)
Pay:	£847 including holiday for the set period
DBS Pre-Employment Check:	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
Meals and Accommodation:	Meals and accommodation are not provided
References:	Employment will be subject to receiving two satisfactory references
Proof of Eligibility to work in the UK:	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006
Training:	It is compulsory that you attend the NCS staff training session and you must complete the NCS Trust E- learning modules by Friday 19 th November.

