



## Job Description

### Job Title

- NCS Assistant Leader – Summer 2022

### Location

- Aylesbury Vale/ High Wycombe/ Milton Keynes/ Slough area with a residential at Caldecotte Xperience, Milton Keynes

### Position in the Organisation

- Reports To: NCS Project Leader
- Responsible For: Assisting the Team Leader to support young people aged 16 - 17 years old in groups of 12 – 16
- Working With: NCS Team

### Main Purpose and Scope of the Role

NCS Assistant Leaders will assist the Team Leader 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 Assistant Leader may also need to provide one to one support for young people with special educational needs. You will help supervise the same group throughout the programme and will be required to stay overnight during the residential elements of the programme.

You are also required to attend the staff training event and teambuilding day.

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 residential. This week will include teambuilding activities and skills sessions;

- Follow structured activity timetable
- Supervise young people and manage behaviour during all activities.
- 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
- Assist at mealtimes and bedtimes; including one night duty

- Help the Team Leader facilitate quality Guided Reflection sessions on a daily basis
- Assist with 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 at a location central to the delivery area. This will include social action project planning and delivery;

As above for week 1, plus;

- Follow structured timetable and help lead your group during activities and travel
- Help to 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 members of your group are clear on the plans for their Social Action Project
- Meet with the Team Leader and your group every day at the location provided.
- Support your group with the delivery of their project.
- 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 help supervise young people in all activities, during both week one and two. To include:

- Away and home travel for residential visit to the Caldecotte Xperience
- Ensure participants are fully versed with the travel arrangements for both outbound and inbound journeys.
- To actively take part in daily activities both indoor and outdoor and help 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 the course and to be especially aware of recorded allergies, physical and mental conditions, and to follow the procedures in place.
- To liaise and communicate effectively with your Team Leader, the NCS Wave Leader, Action4Youth staff.
- 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

<b>Place of work:</b>	Aylesbury Vale/High Wycombe area/ Milton Keynes/ Slough (dependent on wave)
<b>Transport</b>	Transport to Caldecotte Xperience on the Monday, and back on the Friday of week one will be provided via coach from pick up location. You will be expected to make your own travel arrangements to and from the delivery location and then each day on week two
<b>DBS Pre-Employment Check</b>	Appointment to this post is subject to an Enhanced DBS check including a barred list check.
<b>Meals and Accommodation:</b>	Meals and accommodation are provided on week one. They are not provided on week two.
<b>References:</b>	Employment will be subject to receiving two satisfactory references
<b>Proof of Eligibility to work in the UK</b>	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006
<b>Training:</b>	<p>It is compulsory that you attend one of the NCS Staff Training days. You must attend the location specific to your delivery area.</p> <p>Training days: Aylesbury/Milton Keynes: Saturday 18<sup>th</sup> June  High Wycombe/Slough: Saturday 25<sup>th</sup> June</p> <p>Teambuilding day: Aylesbury/Milton Keynes: Sunday 19<sup>th</sup> June  High Wycombe/Slough: Sunday 26<sup>th</sup> June</p> <p>You must complete the NCS Trust E-learning modules. Date TBC.</p>