



Job Description

Job Title

- NCS Team Leader – Skills Booster

Location

- Stowe School, Stowe, Buckingham, MK18 5EH

Position in the Organisation

- Reports To: Action4Youth Core Staff
- Responsible For: Leading young people aged 16 – 17 years olds through the Skills Booster programme and delivering sessions as per the programme timetable
- Working With: NCS Team

Main Purpose and Scope of the Role

NCS Skills Booster Team Leaders will lead and deliver sessions to young people aged 16/17 years from Stowe School on Monday 27th- Thursday 30th June from 8am- 4pm. The Team Leader will need to attend Action4Youth training to deliver sessions on the following topics; Skills for Independent Living, Careers and Progression Guidance, Employability, Volunteering and Social Action.

Programme structure and your role:

Programme 1 – Monday 27th June- Tuesday 28th June 8am- 4pm

Group 1- 50 young people

- Register young people and complete required paperwork
- Follow structured session timetable
- Deliver sessions as per the topics above, following agreed session plans
- Supervise young people and manage behaviour during all sessions
- Enthuse and get involved in volunteering sessions with young people and their local charity partner
- Be proactive and lead by example at all times
- Ensure Health and Safety procedures have been followed and incidents reported.
- Be a positive role model at all times

Programme 2 – Wednesday 29th- Friday 30th June 8am- 4pm

Group 2- 50 young people

- As above- same programme repeated for a different group of students

Duties and Key Responsibilities

To deliver sessions and supervise young people

- To build rapport with students and establish boundaries
- To be confident and capable to deliver sessions , as per the session plans provided, to groups of students aged 16/17 years
- To monitor students' welfare throughout the programme and to be especially aware of recorded allergies, physical and mental conditions, and to follow the procedures in place.
- To liaise and communicate with Action4Youth core staff and school 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.
- Undertake 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:	Stowe School, Stowe, Buckingham MK18 5EH
Transport:	You will be expected to make your own travel arrangements to and from the delivery location
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 skills booster Staff Training session. Date TBC.
Salary	Hours are 8am- 4pm Monday- Thursday, so a total of 35 hours including a three-hour training session. The salary for the role is £346 total, including holiday pay.