

Job Description

Job Title

- 1:1 Support Worker – 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: providing 1:1 support for a young person with additional needs whilst on the NCS programme
- Working With: NCS Team

Main Purpose and Scope of the Role

NCS 1:1 support staff will support a young person who is participating in Action4Youth National Citizen Service (NCS) programme over a period of two consecutive weeks. This young person may have special educational needs or a physical disability and requires support to fully access the programme. You will supervise the same young person throughout the programme and will be required to stay overnight during the residential elements of the programme. This role does not include providing personal care for the young person.

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:

- Provide 1:1 support for the designated young person
- Follow structured activity and session timetable
- Support young person to access activities and sessions
- Support young person with taking personal medication if required
- Assist with managing behaviour during all activities
- Supervise young person whilst travelling to and from the residential
- Enthuse and get involved in all activities.
- Be proactive and lead by example at all times
- Ensure your young person is on time and following behavioural code of conduct
- Assist at mealtimes and bedtimes, including one night duty

- Liaise with the parent/guardian as required

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;

- Meet the young person every day at the location provided.
- Provide 1:1 support for the designated young person
- Follow structured activity and session timetable
- Support young person to access activities and sessions
- Assist the young person 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.
- Support young person with taking personal medication if required
- Ensure the young person understands where they need to be and timings for each day
- Liaise with the parent/ guardian as required
- Ensure Health and Safety procedures have been followed and incidents reported.

Duties and Key Responsibilities

To support the young person in all activities, during both week one and two.
To include:

- Away and home travel for residential visit to Caldecotte Xperience
- Registering the young person on both outbound and inward journeys and keep them safe whilst in your care.
- At the request of the Wave leader store and assist the young person 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 support the young person as required
- To monitor the young person's welfare throughout 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 NCS Wave Leader, Action4Youth staff and your Team Leader/ 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:	Aylesbury Vale/High Wycombe area/ Milton Keynes/ Slough (dependent on wave)
Transport:	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
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 provided on week one. They are not provided on week two.
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:	<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 18th June High Wycombe/Slough: Saturday 25th June</p> <p>Teambuilding day: Aylesbury/Milton Keynes: Sunday 19th June High Wycombe/Slough: Sunday 26th June</p>