



Job Description

Job Title

- NCS Assistant Leader – Live It – 2023

Location

- Residential at Caldecotte Xperience, Milton Keynes. You will be required to travel with young people from the travel hub and supervise them on the coach.

Position in the Organisation

- Reports To: Wave Leader
- Responsible For: Assisting the Team Leader to support young people aged 16 - 17 years old in groups of 12 – 15.
- Working With: NCS Programmes Team and other seasonal staff

Main Purpose and Scope of the Role

NCS Assistant Leaders will assist the Team Leader and support a cohort of 12 – 15 young people on the Action4Youth National Citizen Service (NCS) programme over a period of five consecutive days; Monday-Friday. 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 throughout the five days (four nights).

You are also required to attend the staff training day.

During the programme you are responsible to the Wave Leader.

Programme structure and your role:

One week programme - 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
- Provide adult supervision and be present at events and activities.
- Ensure Health and Safety procedures have been followed and incidents reported.

Duties and Key Responsibilities

To help supervise young people in all activities. 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.
- Report any Safeguarding Concerns to the wave leader.
- 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.
- Be a positive role model at all times

Terms and Conditions

Place of work:	Caldecotte Xperience, Milton Keynes
Transport	Transport to Caldecotte Xperience on the Monday,

	and back on the Friday of week one will be provided via coach from a travel hub. You will be expected to make your own travel arrangements to and from the travel hub location
DBS Pre-Employment Check	Appointment to this post is subject to an Enhanced DBS check including a barred list check.
Meals and Accommodation:	Meals and accommodation are 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 day.