



## Job Description

### Job Title

- NCS Team 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 Team Leaders will lead 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 NCS 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 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:

- 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 residential
- 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.

- 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
- Ensure Health and Safety procedures have been followed and incidents reported.

## Duties and Key Responsibilities

To supervise young people in all activities

To include:

- Away and home travel for residential visit to Caldecotte Xperience
- 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
- 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 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 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.
- 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 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
<b>DBS Pre-Employment Check:</b>	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
<b>Meals and Accommodation:</b>	Meals and accommodation are provided.
<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>	It is compulsory that you attend one of the NCS Staff Training days. Date TBC.