

## JOB DESCRIPTION

**TITLE OF JOB:** Team Leader

**SERVICE/PROJECT:** WASP Summer Play Scheme

**JOB REFERENCE:** HAFTL/May24

**CLOSING DATE FOR APPLICATIONS:** 22<sup>nd</sup> May 2024

**INTERVIEW DATE:** 28<sup>th</sup> or 29<sup>th</sup> May 2024

**HOURS:** 50 hours total – please see details below.

- Mon 29<sup>th</sup> July: 10am – 2pm.
- Tuesday 30<sup>th</sup> July, Wednesday 31<sup>st</sup> July and Thursday 1<sup>st</sup> August: 10am - 4pm.
- Tuesday 6<sup>th</sup> August, Wednesday 7<sup>th</sup> August and Thursday 8<sup>th</sup> August: 10am – 4pm.
- Friday 9<sup>th</sup> August: 10am – 12pm.
- 8 further hours for site visit and intro/planning meeting to be completed from 15<sup>th</sup> July and before 29<sup>th</sup> July with WASP manager.

**CONTRACT:** Temporary

**HOURLY RATE:** £15.40 per hour. Paid by Automated Credit Transfer on 25<sup>th</sup> day of each month.

**ACCOUNTABLE TO:** WASP Manager

**LINE MANAGED BY:** WASP Manager

**RESPONSIBLE FOR:** The day-to-day operation of the WASP Holiday Activities and Food (HAF) Summer programme; ensuring the delivery of high quality, inclusive, open access play opportunities within Ofsted standards. The post is based at City Academy Whitehawk primary school.

For an informal chat about the job, please ring Ruth Davey, WASP Manager on 07900 180199 or e-mail [ruth.davey@impact-initiatives.org.uk](mailto:ruth.davey@impact-initiatives.org.uk) (if you wish to enquire about this job vacancy before 7<sup>th</sup> May, please contact Jennifer Tulloch on [jennifer.tulloch@impact-initiatives.org.uk](mailto:jennifer.tulloch@impact-initiatives.org.uk)).

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced Disclosure & Barring Service (DBS) check.

## BACKGROUND AND AIMS OF IMPACT INITIATIVES

*Providing a voice, hope and change for Sussex people in need.*

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and take action against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

## ABOUT CYPF AND WASP

Our Children, Young People and Families (CYPF) Services provide safe places for children and young people to live, learn and play.

We provide children and young people safe spaces with advice and support from skilled staff, where they can support each other as well as have some fun, alongside gaining new skills, building confidence and self-esteem.

We deliver a range of services across Brighton and Hove, and Sussex.

This is an exciting time for the CYPF services, following a recent restructure we are now focussed on creatively developing our services and working more collaboratively across them.

Whitehawk after School Project (WASP) provides an Ofsted registered after school club and holiday play schemes at City Academy Whitehawk. Our skilled team ensure the club is nurturing, inclusive and fun, with a range of games and play equipment for children to choose from.

*“WASP is where children forget their worries, laugh and have fun - alongside learning new skills.”*

*- Parent*

## - Main Tasks

### Service Delivery:

- To ensure each session operates with safeguarding measures in place by following our safeguarding policies and procedures
- To ensure each session operates with health and safety procedures, by following and monitoring dynamic risk assessments.
- To lead the provision of fun, imaginative, and stimulating free play opportunities and adult-led craft/sport activities at each session of the holiday scheme
- To organise and lead daily briefing and de-briefing sessions with the staff and volunteers, ensuring the team are supported to deliver sessions which meet the needs of the children attending.
- To build positive relationships with children and their parents and carers; communicate effectively and sensitively with children and adults regarding a range of issues.
- To maintain up to date and accurate records including registers, sign out sheets, accident forms, record of concern forms and risk assessments.
- To supervise staff and volunteers to ensure that the programme operates in a safe and properly managed physical environment.

## - General

- To work within the project and organisational policies and procedures.
- To attend training events as relevant to your service area.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To comply with and implement Impact Initiatives Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
- To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Generally, to take reasonable care for health and safety of all those affected by this work.
- To undertake any other duties, as appropriate to the character of this work and as requested by the WASP Manager as reasonably required.

## PERSON SPECIFICATION

Skills and Abilities	Essential	Desirable
Experience in a supervisory role in a childcare setting.	✓	
Ability to ensure health and safety and safeguarding are embedded in play sessions.	✓	
Proven ability to communicate with and relate well to children and young people and engage them in positive activities.	✓	
Proven ability to communicate effectively and sensitively with parents and carers regarding a range of, sometimes sensitive, issues.	✓	
Proven ability to supervise and support a team of staff and volunteers.	✓	
Proven ability to take responsibility for the safety of children and staff in a childcare setting.	✓	
Experience of working with and supporting staff working with children with emotional and behavioural difficulties and other additional needs.	✓	
Ability to deal confidently with difficult and challenging behaviour.	✓	
Knowledge/Experience		
Demonstrated understanding and experience of applying Playwork Principles in a childcare setting		✓
Experience of working in inclusive play or education settings including supporting children with complex needs	✓	
Working knowledge of legislation relating to childcare and play and experience of implementing policies and procedures	✓	
Experience of working in the voluntary sector.		✓
Experience of working in an area with high levels of deprivation.		✓
Qualifications		
Relevant qualification in childcare, children's work or play work.	✓	