

Job Description

Job Details	
Post Title:	<u>Activity Leader – Wokingham</u>
Reporting to:	Project Manager – Children & Families
Responsible For:	No staff or budgetary responsibilities
Location:	Wokingham & West Berks Borough
Contract:	Part-time
Role Specific Requirements:	<p>Majority of work hours are required after-school, term-time only. Some hours may be during school holidays, weekends and to cover occasional days/trips (by prior arrangement)</p> <p>To be able to travel to different locations across Wokingham, with some home/remote working.</p> <p>Satisfactory DBS Check</p> <p>Other hours may be available on an ad/hoc basis</p>
Purpose of the Role:	Lead sessions as a positive and engaging role model to provide a fun and active session that is inclusive for all children & young people attending; allowing them to socialise, make friends and feel empowered to engage and connect with others in their community.
Main Tasks, Duties & Responsibilities:	<p>TASKS/DUTIES</p> <p>Leading the activity, communicating with activity workers, communicating with parents about payments, completing sign-up meetings, creating session plans</p> <p>Delivering activities with the team in line with our funding agreement that meet the social, emotional, physical and intellectual needs of our young people</p> <p>To work alongside children & young people with additional needs and their families to ensure the sessions are safe but fun; that reasonable adjustments are made and that behaviour is appropriate</p> <p>Be able to have fun with the participants of our activities/sessions</p> <p>Positively helping our users to develop social skills and confidence at their own pace (this includes you participating in sessions and role modelling)</p> <p>Helping to create a warm and friendly atmosphere within the sessions, which allows & encourages our young people to develop & participate in the running of the sessions.</p> <p>Ensuring sessions run to strict safeguarding, health & safety requirements.</p> <p>Supporting young people during sessions to enable them to get the most out of them.</p> <p>Empowering and enabling our young people to engage in the community.</p>

	<p>Be familiar with all our activities and promote them wherever opportunities arise</p> <p>To create and help run fun games & activities for the sessions (including physical games for Multi-Sports)</p> <p>SAFEGUARDING</p> <p>To be responsible for ensuring the Safeguarding of our users</p> <p>To promptly report any information, issues or concerns regarding safeguarding, support, wellbeing or behaviour of our users and also staff/volunteers to the Safeguarding Lead or your Line Manager</p> <p>ADMINISTRATION TASKS</p> <p>Be organised, punctual, committed and able communicate well.</p> <p>To complete accurate & timely reports for any incidents, first aid or safeguarding</p> <p>To keep a confidential record/observations of all communication/contact and progress with attendees</p> <p>To collect feedback and evidence (ie/ photographs) of activities/sessions</p> <p>HEALTH & SAFETY</p> <p>Administer first aid / medication as required (training provided)</p> <p>To be familiar with the risk assessments for each session & able to follow these and suggest updated/adjustments as you feel appropriate</p> <p>Be able to identify risks and notify the Project Manager immediately</p> <p>Be responsible for Health & Safety during the sessions</p> <p>To wear the correct uniform and PPE (Covid) if required during sessions</p> <p>TEAMWORK</p> <p>To work as part of a team with Managers and colleagues</p> <p>To attend team meetings and training as required by Manager</p>
<p>Minimum training required: All provided by ASDFH</p>	<p>Induction Training Safeguarding Training (Children & Adults) Online Self-Led Safeguarding Training (Children & Adults) Manager Led Group Discussion Prevent Training Domestic Abuse Awareness Epilepsy Training</p>
<p>Work Experience:</p>	<p>Experience of working with autistic individuals or those who have learning difficulties/disabilities is advantageous (training can be given).</p> <p>Experience working with Microsoft Office 365 (One Drive, Outlook, Word, Excel primarily) (training can be given).</p> <p>Work will at times be online (using Zoom or Teams), so you will need to be comfortable using these platforms (training given).</p>
<p>Physical Requirements:</p>	<p>Ability to participate in physical games or activities with young people and put out equipment (tables, chairs, sports equipment dependant on the activity).</p>
<p>This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in ASD Family Help.</p>	