

Havant and District Holiday Venture

Integrated playscheme for children with a physical disability,
Their sibling or friend, aged 6 to 18 years.

- Job Description:** Leader
Accountable to: HDHV Committee
Accountable for: Children 6 to 18 years, Volunteers and Staff

Before the scheme:

Attend 2x HDHV committee meetings in July
Attend HDHV induction training run by committee
Set up and attend development meeting with joint Leader and Deputies
In partnership with the joint Leader and Deputies run a training session for staff and volunteers
Produce the 3 week register for children, volunteers and staff.

During the scheme:

a) Lead a daily team briefing ensuring staff and volunteers are informed of the day's activities plus any issues or concerns. Ensure a safe environment by;

Following the procedures for arrival and departure
Completing a daily risk assessment both internally and externally
Organising a weekly fire drill and log the details in the fire log book.
Collecting any outstanding fees
Keeping the first aid box fully stocked
Ensuring equipment is safe for use
Ensuring good hygiene standards are followed
Provide staff with a half way and end of employment appraisal raising any concerns or praise
Through out the scheme address any staff issues/disciplinary/grievances' or otherwise.

b) To provide high quality care for all venturer's

Deploy the time and skills of adults (both staff and volunteers) so as to offer each venturer the attention and support to ensure opportunity of play.

Plan each day a wide variety of activities

c) To supervise staff and volunteers on a day to day basis

Ensure all staff wear the correct issued T-shirt each day
Ensure staff provide the days activities in a safe environment
Encourage staff to take an interest in what the venture is doing or saying
Encourage staff to praise and encourage venturers

d) To keep records including:

Daily register for attendance for venturer's, staff and volunteers
Payment of children's fees
Record of administration of medication venturer's care plan (signed by administer and witness)
Accident and incident to be documented on venturer's care plans
Programme of activities
Fire drill log book
Programme of activities

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Staff personnel records and CRB certificates

Writing initial Care plans for venturers and maintaining them

- e) To liaise with parents, committee and OFSTED and any other professionals as notified
- f) To treat any personal information confidentially and ensure other members of staff do
- g) To contribute to and implement HDHV policies and procedures
- h) To appropriately match staff to venturer's
- i) To undertake any other duties proportionate with the level of responsibility of the post

End of Scheme:

Attend and present a written report to the committee at the post mortem meeting.

Attend an appraisal with the Chairperson and a committee member

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Leader & Deputies Joint Responsibilities

Leader and deputies will:

1. Ensure you have given staff the information they need to help their children (venturer's)
2. Ensure you have told staff where the information of each venturer is kept
3. Ensure you make staff and volunteers feel part of a valued team
4. Ensure staff work within HDHV policies and procedures
5. Display HDHV policies and procedures on the notice-board
6. Display a list of agreed FIRST AIDERS on the notice-board and during all offsite activities ensure that there is a qualified first aider with each group.
7. Identify one First Aider to take responsibility for re-stocking first aid box
8. Arrange collection of children's fees
9. Work out the 20 minute daily lunch rota
10. Ensure staff check and clean equipment each day
11. At the end of the each day assign staff to prepare and set out new activities
12. Work out a cleaning rota, specifying who and where they are to clean
13. Day before outing, work out staff and venturer's seating rota
14. Ensure that a First Aider is on each mini bus with the venturer's
15. Ensure you have a list of emergency contact numbers for staff and venturer's
16. Take venturer's medication with you on a full day outing
17. Take water and cups and any other refreshments to offsite activities as needed.
18. Identify four members of staff for cleaning and packing away HDHV equipment for return (ensuring only items on inventory are taken away)
19. Ensure staff are clear on policy for a lost child/venture
20. In the event of a child protection issues, gain support and guidance from Trospacc Children's Centre, Child Development Officer.
21. Ensure staff check safety and clean equipment each day.
22. Give regular feedback to Chairperson and inform him/her of any concerns.

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Personal Specification Post: Leader

Experience and Knowledge	Requirements	Importance	Assessment Total
Experience of managing staff and volunteers	<ul style="list-style-type: none"> NVQ level 3 or equivalent with experience of leading a group Able to offer leadership and support to staff and volunteers 	5 5	
Experience in providing children's activities	<ul style="list-style-type: none"> To implement a wide range of activities for venturers. Providing a safe comprehensive balanced pre-set programme 	5 5	
Knowledge of current legislation and guidelines related to childcare	<ul style="list-style-type: none"> Provide a safe environment and practices to ensure the safety of children participating 	3	
Knowledge of the Disability Discrimination Act and Equal Opportunities	<ul style="list-style-type: none"> To share knowledge with staff and volunteers and raise awareness of the impact of discriminatory behaviour 	4	
Knowledge of planning	<ul style="list-style-type: none"> To plan each day ensuring everyone's involvement and the highest possible standards 	4	
Excellent communication skills	<ul style="list-style-type: none"> To communicate effectively with staff, volunteers, venturers, parent/carer and organisations. 	4	
Excellent time management skills	<ul style="list-style-type: none"> To show realistic time allocation for activities and organise events in a timely manner. 	4	
Current first aid qualification.	<ul style="list-style-type: none"> To hold a first aid at work certificate or equivalent 	3	

5= Very Important

4= Important

3= Desirable