

JOB DESCRIPTION

Job Title:	Youth Leader (and provision support) (with SEND skills & experience)
Responsible to:	CEO
Contract Type:	Permanent (year round)
Salary:	From £26,396
Benefits:	Working in a beautiful location with lovely people, spending time indoors and out, having a supportive manager who values your opinions, free parking and knowing you are making a difference.
Hours:	37.5 hours/week (less in term-time/more in holiday time)
Annual Leave:	28 days pro rata (including bank holidays and Christmas shut-down)
Location:	The Shed, Frogmary Green Farm, South Petherton, TA13 5DJ
Closing Date:	30th May 2025
Start Date:	Either July or September 2025 (To be agreed at interview)

Please note - we may close applications early, if we have a high number of strong candidates.

Job Purpose

- To oversee the learning, development and wellbeing provision for all our young people (especially those with SEND).
- To lead groups in various activities that will facilitate skill building and learning, and to provide support in groups led by colleagues.
- To communicate and liaise with parents, schools, professionals and the CEO.
- To have responsibility for the resource, safety and policy management of provisions - including taking practical steps to ensure compliance.
- To undertake the SENCO role (different to the role in schools).

Duties and Responsibilities

1. To have a general overview of all term time provision and to both lead and assist educational groups for young people aged primarily from 8-18 years (and from 5 years in the holidays).

2. To facilitate young people to develop their skills, knowledge and confidence, taking into account the varied learning support required.
3. To establish good team working relationships with all staff and work to support cohesion, effective discussion and strong team work.
4. To establish supportive relationships with young people and to encourage inclusion of all who attend the setting.
5. Undertake the SENCO role - which is primarily supporting the young people who attend, working as a team to meet needs and occasional form completion for DLA, EHCP's or assessments. This is not the same as being a SENCO in a school - as we are not a school!
6. To encourage social interaction and development of young people whilst respecting individual boundaries, and reinforcing/fostering self-esteem.
7. To have an overview and understanding of the young people who have diagnosed or suspected special educational needs and disabilities and work with the CEO and team to help support these needs.
8. To be aware of relevant confidential issues linked to young people and to ensure the confidentiality of such sensitive information.
9. To plan and deliver interesting and engaging sessions for both indoors and outdoors
10. To communicate and liaise with parents, schools and professionals
11. To fulfil a role of Manager for our Duke of Edinburgh Programme
12. To undertake Safeguarding Level 2 and 3 training and be the Deputy Designated Safeguarding Lead (DDSL)
13. To undertake Paediatric First Aid training in order to administer minor first aid, and to assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure).
14. To carry out administrative tasks associated with all of the above duties as directed by the CEO.
15. To monitor and maintain first aid supplies, ensuring all items are in date and that all kits are complete.
16. To carry out regular checks of the building and grounds to ensure all areas are safe and well maintained.
17. To be the Fire Safety Warden for the premises.
18. To have responsibility for the formulation, implementation, and application of policies alongside the CEO.

19. To ensure that appropriate risk assessments are in place and to develop new ones as required.
20. To have responsibility for organising and maintaining all resources for the term time groups.
21. To remain aware and work within all relevant Rama Life working practices, policies and procedures.
22. To attend staff meetings and training days as required.
23. To be aware of and work in accordance with Rama Life's safeguarding and child protection policies and procedures in order to safeguard and promote the welfare of young people and to raise any concerns relating to such procedures.
24. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety and Data Protection).
25. To maintain confidentiality of information acquired in the course of undertaking duties for Rama Life.
26. To be responsible for own self-development on a continuous basis.
27. To undertake other duties appropriate to the post as required.

In addition to the main duties and responsibilities, you will be expected to:

- always be aware of and work towards the Rama Life vision
- adhere to Rama Life policies and working practices at all times
- develop effective working relationships and set a good example through your personal and professional conduct;
- take responsibility for 'safeguarding' the young people that attend Rama Life
- create a safe, happy and secure environment that supports positive learning and personal development
- work as a team and help with basic duties to keep the site clean, tidy and safe

Post holder:

Signed by post holder as correct:

Date:

Signed by Line Manager:

Date:

PERSON SPECIFICATION

Job Title: Learning provision and operations manager (with SEND skills/experience)

	Essential	Desirable	Evidenced in
Education and Qualifications			
Good levels of literacy and numeracy	✓		Application Interview
Qualified Teacher		✓	Application
Qualified to level 3 or above in a relevant course.	✓		Application
Maths and English at Grade C/4 GCSE or above (or equivalent)	✓		Application Interview
Experience			
At least 3 years previous experience of working with young people (within the age range of 8-18)	✓		Application Interview
Experience of planning for and leading group activities for young people	✓		Application Interview
Experience of supporting neurodivergent young people	✓		Application Interview
Experience of communicating with parents, education establishments and professional services.		✓	Application Interview
Experience of operations management (H&S, policy management, risk assessments, etc)		✓	Application Interview
Experience of team leadership.		✓	Application Interview
SENCO Experience		✓	Application Interview
Knowledge and Skills			
Organisational/planning skills	✓		Interview
Good communication skills	✓		Interview
Basic IT skills	✓		Interview
Understanding neurodivergence	✓		Interview
Specialism in a subject such as science, languages or forest school		✓	Interview
Understanding and support of Home Education	✓		Application Interview
Personal Attributes			
Patient and friendly approach	✓		Interview
Able to work without supervision	✓		Interview
Able to work as part of a team	✓		Interview
Self Starter	✓		Interview
Compassionate whilst having boundaries.	✓		Interview