# Job Description & Person Specification

Rose Road is a Southampton-based charity that has been supporting children and young people with complex disabilities and care needs, and their families, from across Hampshire and surrounding areas, since 1952. We provide overnight short respite breaks, on-site and community-based day services, flexible outreach support and at-home care, specialist school holiday playschemes and Saturday clubs and SEN advice services.

**To apply**, go to www.roseroad.org.uk/jobs.

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| Role: | Activity Leader |
| Responsible to: | Activities Assistant Manger |
| Hours: | Bank hours to be worked on Saturdays & School Holidays |
| Location: | Bradbury Centre |
| Salary: | £15.36 - £16.36 an hour |
| Closing date: | TBC |

| **Job Description** | |
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| Summary: | We are looking for an enthusiastic, experienced individual to lead our Saturday Club and School Holiday Playscheme sessions for children and young people with complex additional needs. The role involves managing a staff team of up to 20 people during sessions and ensuring all our young people's needs are effectively met during the session. You will plan activities, allocate young people to staff members in line with support ratios, assist with behavioral incidents and the administration of medication, lead pre-session meetings and de-briefs with the staff team and record information accurately. Sessions run from 9.30am – 3.30pm on Saturdays and Monday-Friday during school holidays. We are looking for someone with experience in direct support work within disability care as well as previous leadership experience. |
| Role specific tasks and responsibilities | • Planning and preparing for Activity Sessions, including allocating young people to staff members and planning activities.<br>• Leading the staff team and managing any issues that arise.<br>• Responding to behavioural incidents and medical emergencies.<br>• Completing incident forms, body maps and observations accurately, and reporting these to the on-call manager.<br>• Managing and reporting safeguarding concerns.<br>• Ensuring every young person's needs are effectively met, including personal care needs, medication administration, enteral feeding and communication needs.<br>• Providing first aid when required.<br>• Leading group supervisions and debriefs with staff. |

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| | • Completing handovers with parents / carers and discussing any concerns.<br>• Completing Competency Observations for staff on Moving & Handling, Medication Administration and Enteral Feeding.<br>• Attend Face-to-Face training in Safeguarding, Moving & Handling, Epilepsy, Enteral Feeding, Medication Administration, First Aid, Team Teach, Makaton, Medication Assessor, Medicines Transposing, Intensive Interaction and Trauma Informed Care. |
| DBS check needed? | This role is subject to an Enhanced Disclosure by the Disclosure & Barring Service |

**Person Specification – what we need from you**

| Essential | Desirable |
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| Education and Training | |
| • Strong knowledge of disability care, safeguarding and leadership. | • Level 3 in Health & Social Care, Child Care or a relevant degree qualification.<br>• First Aid qualification.<br>• Leadership or Management award. |
| Achievements, Experience, Skills & Abilities | |
| • Experience in direct support work with children or young people with Special Educational Needs.<br>• Experience in leading or managing a group (e.g. youth group leader, experience leading a classroom, care manager etc).<br>• Strong organisation and decision-making skills.<br>• Communication skills and the ability to manage complex interpersonal situations.<br>• Confidence in de-escalating behaviour and remaining calm.<br>• Ability to take initiative and lead a staff team. | • Experience in administering medication, epilepsy care and enteral feeding.<br>• Previous experience completing staff supervisions. |

# Job Description & Person Specification

**Our Values & Expected Behaviours**




Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

**We are Trustworthy -** We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

**We are Kind -** We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

**We are Open & Honest -** We foster an honest and open-minded culture and are transparent in both our decision making and communication.

**We are Forward Thinking -** We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

**We are Professional -** Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

| **Working within our organisation's Values Framework – Expected Behaviour Level** | |
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| Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.<br>Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.<br><br>Full details can be found at www.roseroad.org.uk/valuesframework (opens a PDF) | |
| We are Trustworthy | Behaviour Level 2 |
| We are Kind | Behaviour Level 2 |
| We are Open and Honest | Behaviour Level 2 |
| We are Forward Thinking | Behaviour Level 2 |
| We are Professional | Behaviour Level 2 |