



## Job Description

**Job Title:** Deputy Team Leader

**Accountable to:** H.O.P.S Team Leader, Project Coordinator

**Circumstances:**

To cover:

3 sessions per week, a minimum of 12 sessions during July and August plus 2 sessions in each half term week.

22 Saturday per year. (not August)

You will need to be available for Awareness Training Day for new volunteers annually.

Sessions generally take place over a 7 1/2 hour period on Mondays, Wednesdays and Fridays or Saturdays each week that the play scheme runs.

Hours required are 8.45am to 4.15pm for Play sessions, additional hours undertaken for record keeping, planning and PD training.

**Location:** Settle House, Kerrison, plus the occasional off site meetings and trainings.

The following duties are included within the responsibility of the Deputy Team Leader :

- To supervise the staff team at the HOPS setting including ,undertaking risk assessments, safety checks, and preparation of activities for H.O.P.S. Activity sessions.

**Or**

To supervise staff on HOPS transport in be ready to greet children at pick up points, safely seat them for the journey, greet volunteers and assist with allocation of support to each child on the coach, Oversee the receiving and return of medication, maintain a well ordered environment for safe transportation

- To deputise for the Team Leader at any occasion necessary. To make sure that correct procedures are followed; to protect members, Volunteer and staff; with regard of child protection issues; to implement the Safeguarding Children and Young People Policy; and to inform Team Leader and assist with any incidents that arise.
- Understand HOPS Safeguarding Children and Young People Policy and attend any relevant training.

- To assist the Team Leader to ensure that all programmes and events organised comply with Health and Safety legislation, The Children's Act, The Equality Act 2010 and Ofsted and Child Care Standards, Data Protection and any such records kept.
- To work within the remit of policies and procedures for the Mid Suffolk Holiday Opportunity Playscheme.
- To encourage self-advocacy and involve the young people in the decision making of their choice at the Playscheme.
- To assist the Team Leader to record and maintain accurate registration records and ensure that expenditure remains within the established budget through ongoing liaison with the Treasurer.
- To assist the Team Leader to induct, deploy, supervise and support, Assistant Play Leaders, Play Supporters and Volunteer Play Buddies .
- To confidently assist the team with the implementation of care and support plans and behaviour management systems.
- To liaise with HOPS Project Co-ordinator as necessary to ensure the safe and smooth running of the scheme.
- To assist in the organisation, chairing and record keeping of regular team meetings.
- To self maintain continual professional development through in house and and out sourced trainings. Attending staff trainings,meetings and briefing to keep self evaluated of HOPS working practices, procedures and policies
- To maintain effective communication channels, feed back any concerns regarding H.O.P.S. members or issues affecting the delivery of Play scheme sessions, with an appropriate time scale to the Team Leader or Project Coordinator
- Will be accountable for ensuring that the premises used for the purpose of H.O.P.S. sessions are left in an acceptable condition after use and that windows and doors are secured. Toys, equipment and Sensitive Data to be stored appropriately and securely, in line with HOPS policies and procedures.

- Undertake any other duties and activities as may reasonably be required by the Team Leader, Project Coordinator or Management Committee which are consistent with the overall purpose of the post. Such additional or other duties as may from time to time be necessary to meet the needs of the Employer's Playscheme for disabled children.
  
- To maintain a valid First Aid Certificate at all times
- To hold a valid food hygiene certificate
  
- To maintain a valid Safe Guarding Children/ Child protection qualification at all times, and take up the deputy lead on child protection for the scheme.
  
- To have a good general Knowledge of The HOPS scheme.
  
- To have a flexible approach to working which will enable you to support the
  
- Team Leader with administration, Planning and Team Meeting preparation.
  
- Any extra hours over and above your contracted scheme hours and will need to be authorised by Team Leader or Project Coordinator and be recorded on a time sheet and this will be paid as additional hours .
  
- There may be other duties and activities as may reasonably be required by the Team Leader which are consistent with the overall purpose of the post that are not listed above.

**NB\* The appointment of a H.O.P.S. Play Scheme Deputy Play Leader in charge will be subject to full sight of a satisfactory DBS certificate at the relevant level, within a reasonable timescale -**