



Assistant Group Leader

Job Description

Pegasus Playscheme 2024

- To support the Group leader in ensuring that all children are fully supervised during the scheme.
- Under the direction of the Group leader, and guidance from risk assessments. Ensure the safety and general welfare of all the children and members in the group is paramount. Be aware of safeguarding procedures and how to protect vulnerable children and young adults.
- To accompany the group in their play and recreational activities and at the same time work alongside the group leader to provide a safe, stimulating, happy environment for all the children whether on or off the premises.
- To familiarise oneself with the range of specific medical, intellectual, physical, developmental and emotional needs of individual children. Ensuring that all children receive appropriate care and support, when participating in various activities.
- To ensure that all incidents/accidents (no matter how small) are reported as soon as possible to the group leader.
- To ensure the full participation of all children in each activity, particularly with a view to wherever possible their life experiences and improving individual skills e.g. speech, socialisation. Supporting the volunteers to carry out their role with confidence.
- To make yourself aware of any medical and special dietary needs for the members of the group.
- To assist the group leader in encouraging the volunteer members of the group, through mentoring and provision of support.

- The staff coordinator holds a small staff briefing at the scheme each day before the children arrive, you will be expected to attend this, if you have any problems with the children, volunteers or staff you should raise this at this meeting.
- If any difficulties arise within the group, these must be reported firstly to your group leader and as then if necessary to the desk supervisor.
- You will receive a weekly wage of £365 based off national minimum wage, subject to tax and national insurance. This will also be discussed at interview.
- If at any point during the 3 weeks we are unhappy with your performance, we reserve the right to terminate your employment at any given time.

Signed: _____ Date: _____

Print name: _____