



## **Group Leader Job Description**

### **Pegasus Playscheme 2024**

- To take charge of one specific group of children and be responsible for each child and volunteer included in the group. It is a fundamental requirement of the scheme that all children are fully supervised during the scheme.
- To ensure the safety and general welfare of all the children and members in the group during both on site and off site activities; following risk assessment and regulations set out by the Pegasus committee.
- To organise and implement a range of play and recreational activities in such a way as to provide a safe, stimulating, happy environment for all the children whether on or off the premises. Arrange bookings and specific outing details where necessary.
- 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. Encourage all members of the group to participate at their own level.
- To complete incident or accident paperwork for all accidents/incidents concerning any member of the group. Completed forms must be shared with the parent/carer and signed, then handed into the desk supervisor as soon as possible after the event. If a major accident or incident takes place, the desk supervisor must be informed so that relevant action can be taken.
- To supervise in the administration of all medication and special dietary requirements and to ensure that all staff are aware of all medical and special dietary needs for the members of the group.
- To maintain a daily attendance register of all members of the group.
- To keep an accurate financial record of any petty cash handled, obtaining receipts wherever possible particularly for major items of expenditure. (A petty cash book will be provided).
- To take an active role in ensuring that all provided equipment is looked after and in a safe and working condition – reporting any faults to the desk supervisor.

- To support the volunteer members of the group, through mentoring and provision of support. Help ensure the volunteers feel confident in their job role through support.
- To ensure that the premises are left in an orderly and secure state at the end of each day, ensuring all lights and electronic equipment is turned off.
- To delegate responsibilities to the other members of the team –(Assistant group leaders) where this is felt appropriate, however the ultimate responsibility of the group lies with the individual group leader
- If any difficulties arise within the group, these must be reported to the desk supervisor.
- 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.
- You will receive a weekly wage of £455 based on the 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: \_\_\_\_\_