

## COURSE ASSISTANT

**Job Purpose:** The F4YP Course Assistant role is to support tutors and young people access activities at holiday (and/or after-school) clubs.

Course assistants are required to maintain a high level of positive behaviour, with support from tutors and pastoral staff. This role will also involve organisation and set up of equipment in line with risk assessments.

Course assistants are role models for young people and therefore need passion, enthusiasm and energy as well as demonstrating and enforcing our values of: RESPECT, HONESTY, FUN and DREAM BIG.

This post is self-employed, sessional work. Work will primarily be available during school holidays: February Half Term, Easter & Summer Holidays.

Working hours: approximately 8am-4pm (this may vary)

### Specific Tasks:

- Arrive on time in F4YP uniform and appropriate clothing for activity.
- Supporting tutors to run sessions for specific activities, for example Sport, Art or DT.
- Help young people complete activities/tasks set by tutor.
- Run small activities within sessions - opportunity to plan and lead sessions if desired.
- Be responsible for a group of Young People (YP), helping them move safely around the site, ensuring they have all their belongings such as water bottle, supervising toilet trips, being their safe person, they can come to if they need help or have any worries or concerns.
- Oversee a group of young people for the club including managing behaviour, encouraging engagement, being a role model.
- Liaise with the tutor to support the development of ideas and themes to update course content to ensure activities are appealing and relevant.
- Take initiative, be enthusiastic and help YP engage.
- Track progress of YPs and adapt for individual needs.
- Supervise free-time/break-time/lunch-time/check-in.
- Ensure a high level of positive behaviour during courses (with support from tutors and pastoral staff) including that YPs are demonstrating values.
- Organise and set up equipment as directed by tutors/pastoral team. Ensuring the space is clean and safe for use.
- Lead sessions where appropriate with guidance and support from F4YP team.
- Supervise the safe use of equipment.
- Reset the site at the end of the day ready for the next day (ensuring it is clean and tidy)

- Feedback any significant observations of YP to tutors/pastoral team at the end of the day.
- Create logs of incidents observed and record on F4YP systems.
- Deal appropriately with enquiries from parents and staff.
- Follow all F4YP policies including Safeguarding policies.
- Follow F4YP risk assessments.
- Any other duties as directed by the Line Manager from time to time, provided they are broadly similar to duties normally performed by the post holder or other post holder engaged in similar work.
- Participate in annual Safeguarding training as directed by line manager, as well as Team Teach positive handling training if required.

### Relationships:

- To be part of the staff team, develop and maintain constructive relationships with all F4YP Personnel.
- Act always as a positive role model and reflect the values of F4YP and adhere to the F4YP code of conduct.
- Promote and maintain excellent relations between F4YP, parents/carers and YP.

### Person Specification:

Applicants must be 16+
<b>Education and Qualifications (Desired):</b>
English and Maths GCSE 6+
<b>Skills and abilities (Desired):</b>
Experience of working with children and young people
Knowledge and understanding of safeguarding
Knowledge and understanding of Learning Needs
<b>General</b>
Enthusiasm, stamina, and willingness to be flexible
Willingness to undertake ongoing training
Specialism in a subject/activity (e.g. Sport, drama, art)

Required training and checks (provided by F4YP): Clear enhanced DBS check, safeguarding training level 2, prevent training, reading of all F4YP policies.

### Scope and Limits of Authority:

- The post holder will be responsible for:
  - Staff: No
  - Budgets: No

Assets: No