

# Kirklees Council

## J O B D E S C R I P T I O N

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**DIRECTORATE:** COMMISSIONING, PUBLIC HEALTH & ADULT SOCIAL CARE

**SECTION:** ALL AGE DISABILITY YOUNG PEOPLE'S ACTIVITY TEAM

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**JOB TITLE:** GROUP LEADER

**GRADE:** 7

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### **ABOUT THE JOB**

The Young People's Activity Team provide short break / respite services to children and young people age 5-18. All the young people who use the service have a permanent and substantial disability; some may also have complex medical needs.

You will work closely with the management team to deliver a safe and stimulating service effectively and competently.

You will have the opportunity to work in different establishments across Kirklees and to work with other professionals from partner agencies.

You will plan and deliver sessions for young people on a regular basis, catering for the very differing needs.

You will lead a small team of staff and volunteers who will maximise the potential of the young people.

You will actively promote independence and social skills both at base and in the community.

The service operates 7 days a week (excluding Public Holidays) and some evenings until 9.30pm, 52 weeks a year. It includes school holidays when the team run playschemes. The team also provide term-time out of school clubs, youth clubs and weekend clubs.

Working with the young people can be very rewarding and can sometimes be challenging but never boring. No two days will be the same as no two young people are the same.

You will be required to undertake a programme of training tailored towards the skills required for the job.

# Kirklees Council

## Outcomes

1. Young people who use the service receive appropriate care and support.
2. Young people are supported in developing life skills.
3. Young people feel valued and their needs are met.
4. Services are provided in line with policy and assessment of need.
5. Young people are actively involved in the planning of the activities on offer.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy.

Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

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**RESPONSIBLE TO:**      **Team Manager**

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**RESPONSIBLE FOR:**      **Assistant Group Leaders and Volunteers**

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# Kirklees Council

## PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. To find out more about Council Behaviours please click [here](#) and click on the tab "Working for Kirklees".

These behaviours will be tested through the selection process.

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

• Experience of working with children with disabilities, complex medical needs and behaviour that can challenge.
• Experience of planning a wide range of activities for children.
• Experience of supervising staff and volunteers.
• This job involves working with Service users who may have restricted mobility and/or challenging behaviour. You must be willing to undertake a standard medical screening as determined by the occupational health unit appropriate to occupational risk.
• Willing and able to work flexibly including evenings and weekends as required.
• Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

JD Reference No	
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