



## **Holiday Programmes - Role Outlines and Responsibilities**

Holiday Programme leaders deliver a holiday scheme to their allocated school specifically for targeted young people affected by a range of vulnerabilities. The leader is required to deliver interactive, themed sessions either from the provided plans from Unique Voice whilst creating a safe and secure environment for all young people.

### **General Responsibilities (applicable to all)**

- Prepare the space for children arriving to the programme - including cleaning of surfaces and resources
- Respect the space
- Carry DBS and ID at all times for inspection
- Be familiar with all aspects of the programme including timetable, scheme and relevant child information.
- Be active and supportive during the daily registration and signing out process.
- Ensure all children are safe throughout
- Have a strong knowledge of UV policies and procedures and ensure that you follow and adhere to these at all times.
- Deliver fun, inspiring sessions and continue to strive to be the best leader you can be.
- Use your sessions to implement the Unique Voice ethos, promoting it within the delivery and content.
- Use the relevant material and themes set out in your training and schemes to educate and inspire.
- Represent the company to the highest standard at all times.
- Be reliable and committed to your role and the company.
- Ensure that you follow and adhere to all Unique Voice policies and procedures
- Complete supplied evaluation to be shared with the UV office team no later than 3 days after the programme
- Support completion of supplied feedback forms - parents/carers and children
- Attend all training sessions and scheme briefings ahead of the programme.
- Communicate effectively with team members
- Report any concerns or challenges during programme to manager/ UV directors as soon as possible.
- Report child disclosures to Krystal Keeley - [theoffice@uniquevoice.org](mailto:theoffice@uniquevoice.org) or 07875 841769 as soon as possible
- Praise and reward students
- Ensure the space is left as found
- As a team support lunch and break times and the distribution of food where applicable - be aware of allergies
- Have an awareness of all key information about specific children where necessary e.g. child protection or medical conditions and safeguard these throughout.
- Ensure all information shared about the families is kept private and confidential
- Take photos and collate feedback throughout the programme of media consented children to be shared with UV team - DELETE ANY PHOTOS OF NON MEDIA CONSENTED CHILDREN BEFORE DEVICE IS RETURNED TO UNIQUE VOICE OFFICE.



## **Assistant**

**The Holiday programme assistant leader is responsible for supporting both the manager and head leader throughout the programme by completing required activities as requested. As part of this they are responsible for:**

- Having a strong knowledge of UV policies and procedures and ensuring these are followed at all times.
- Instilling behaviour management strategies and enforce them when required.
- Having an awareness of particular children who may need additional support - offer support to those not engaging
- Having a clear understanding of the workshop plan and structure.
- Supporting the leader in all areas of the workshop and being a second set of eyes on the room.
- Maintaining a high-level of professionalism and workshop delivery
- Forming effective working relationships with the young people to support and guide them through the programme.
- Ensuring the space is kept tidy and clean throughout
- Preparing materials and resources ahead of activities.
- Liaising with the team before and after the session.
- Highlighting students who are working well/being disruptive.
- Focusing on particular students who may need additional support
- Being one step ahead of the head leader - pre-empting what needs doing
- Being vocal and active in the workshop in order to start a discussion or increase the energy, stepping in and out of activities as required.
- Praising and rewarding students.
- Completing aspects of programme evaluation as instructed by programme manager