

SEND Club Supervisor Ilkley and surrounding areas



The short breaks charity

Job Description

We are Moor Time, the short breaks charity, formerly known as LS29 Time, part of the LS29 Group. We are now an independent charity that works with families in Ilkley and surrounding areas. We launched our holiday club in summer 2018, designed exclusively for children and young people with additional needs. We are now looking for supervisors to join our friendly and supportive team.

A supervisor will work alongside the holiday club manager. The day comprises of 5-6 hours where the children and young people are attending, and 1 hour (half an hour at each end of the day) for preparation and tidying up. **£15.94** per hour, plus holiday pay, travel expenses to and from work and NI contributions. The principal place of work during Bradford school holidays is 2 minutes walk from Ben Rhydding train station, other locations of work may be required during term time Saturday sessions, therefore access to your own transport is essential.

Reporting to: Playscheme Manager

Responsibilities of the role:

- Supporting the playscheme manager in managing up to 12 staff and up to five volunteers.
- Overseeing the care and wellbeing of up to 20 children or young people per session, and the safe running of the scheme.
- Planning and setting up activities.
- Allocating staff and volunteers to specific children and activities.
- Ensuring snacks and drinks are stored and prepared hygienically.
- Assisting the manager in leading short brief and de-brief sessions with staff and volunteers at the beginning and end of the day.
- Responsible with the Management team for following policies and procedures
- Building strong relationships with parents and being a point of contact for parent and carer enquiries at drop off and pick up.
- Taking an active role in the running of the playscheme as a safeguarding deputy.
- Support with cleaning & packing away resources at the end of the sessions

- To be available to work on a regular management staff rota, to ensure holiday sessions are maintained & are fully staffed throughout the main Bradford school holidays and some Saturday sessions during term time.
- Assisting the manager in keeping a record of children's progress and attainment, including photo and video where permission has been given.
- Providing emergency support and managerial cover wherever necessary.
- Attending Moor Time's annual training day

Person Specification

Essential

- Cheerful, enthusiastic and caring person.
- 12 Hour Paediatric First Aid qualification (or willing to train).
- A relevant childcare/SEN qualification.
- Have an active role in providing assistance with personal hygiene
- Responsible with the Management team to administer medication
- Designated Safeguarding Deputy trained (or willing to train).
- Food handling trained (or willing to train).
- Experience of working with children and/or young people with additional needs, ideally in a holiday club or educational environment.
- Confidence and ability to deputy manage a team of ten or more.
- Current enhanced DBS certificate.
- Experience of managing children's records and paperwork.
- Able to work some term time Saturday sessions on a rota basis.

Desirable

- Experience with a Total Communication approach: Makaton, PECs, symbol systems and AAC devices.
- Experience of managing challenging behaviour.
- Experience of assisting with the care of children with complex medical needs.
- Experience of planning play and leisure activities.
- Knowledge of the Ilkley, Keighley and Skipton areas, local special schools, and local support options available to families.

Closing Date: 3rd May 2026