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| **Job Element** | **Detail** |
| **Job Title** | **Club Leader**  |
| **Reporting to** | **Children's Manager**  |
| **Location**  | **Ride High Charity, Ride High Equestrian Centre, Redland Drive, Childs Way, Loughton, Milton Keynes, MK5 8HD** |
| **Main Purpose** | To deliver the Ride High programme at the Ride High centre. To contribute to the development of the programme.This role is particularly suited to experienced education professionals (teachers, higher level teaching assistants, etc.) and others with similar experience who wish to transfer their experience working with children and young people into a rewarding, community-based setting. Many skills used daily in the classroom, such as planning engaging sessions, supporting learning and personal development, safeguarding, building relationships with families and creating safe, structured environments, are directly relevant and highly valued here. |
| **Main Duties and responsibilities** | * Take responsibility for groups of children and young people, support colleagues and provide cover when necessary
* Plan, deliver and adapt engaging activities and schemes of work that foster resilience, independence, self-esteem, confidence and new skills
* Support participants during riding lessons (training provided)
* Work with clubroom volunteers to lead activities that support the personal needs of the group
* Apply your experience of lesson planning, differentiation and behaviour management to create positive, purposeful sessions
* Maintain a safe environment and equipment; ensure all safety clothing is worn and fitted correctly
* Build positive relationships with parents/carers and referrers
* Contribute to the selection and induction of new members, including home visits as appropriate
* Conduct one-to-one reviews, set individual targets and track member progress
* Collect evidence of participants’ work/progress, record and report on this in line with Ride High guidelines
* Monitor and record participants’ progress and opinions to help shape programme development
* Occasionally plan, attend and supervise trips and volunteering activities
* Ensure all activities are conducted in line with Ride High policies, with safeguarding and wellbeing at the centre of practice
* Share concerns/issues with the Children’s Manager/DSL
* Ensure children are safely escorted to and from the minibus/people carrier
* Occasionally drive the Ride High minibus and/or people carrier (if holder of D1 licence)
* Lock/unlock Ride High premises according to procedure
* Undertake any other reasonable duties as required
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| **Closing / starting date** | * Applications will be considered when received and the process will remain open until the post is filled
* Post to begin as soon as possible
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| **Hours**  | * Full time.
* 5 days per week, 9am-5pm. Occasional support for events and additional activities outside these hours.
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| **Salary**  | * Up to £30,000 full time equivalent, dependent on qualifications and experience
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|  | **Essential** | **Desirable** |
| **Knowledge/qualifications** | GCSEs or equivalent in English and Maths at grade C or above.Further qualifications and/or experience which demonstrate capability. Knowledge of learning processes and ways of supporting and maximising progress.Working knowledge of safeguarding children and young people. | PGCE, HLTA or Youth Work qualification or similar. Additional skills in areas which could support expansion of the Ride High programme – bushcraft, sports, coding, wherever your skills are.Physical and mental health first aid training.  |
| **Experience** | Minimum 4 years’ experience working with children and young people.Experience of independent planning and delivery of engaging sessions with children and young people.  | Experience working with disadvantaged or vulnerable children and young people, or those with additional needs. Experience working with schools or in a school environment. Some equine knowledge or experience.  |
| **Personal attributes** | Enthusiasm for the aims of Ride High and its working ethos.Ability to establish positive nurturing relationships and interactions with children.Ability to create and manage effective learning environments.Commitment to safeguarding practices.Ability to prioritise tasks in a fast-paced, changing environment.Resilience and a good sense of humour.Ability to work as part of a team and independently. Excellent communication skills. Confidence to liaise with schools, families and partner agencies.Ability to liaise with all stakeholders with courtesy, clarity and accuracy; confidence to manage relationships with schools and other agencies. Willingness to learn about horses if no experience. UK driving license.  | Ability to drive a minibus and D1 on license.  |
| **An enhanced DBS check is compulsory for this post** |

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