

Job Description - **Disability Leader - Short Breaks**

Reporting to	Senior Disability Coordinators, Disability Managers	
Service Area	Children and Young People (CYP) - Disability Services	
Location	Reigate, Tadworth, Leatherhead, Crawley, Horsham, Sutton	
Hours of work	Surrey & West Sussex 7.5 hours per day 9am-4.30pm/9.30am-5pm - including a 30m unpaid break (Saturdays/Sundays and School Holidays)	Sutton 6.5 hours per day 9.00am-3.30pm including a 30m unpaid break (School Holidays only)
Holidays	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-rata depending on hours and for casual staff percentage added to pay)	
Probation Period	6 months	
Contract Type	Casual or Permanent - Part Time	
Grade and Salary	Surrey & West Sussex £14.33 per hour (over 18y)	Sutton £16.08 (over 18y)

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. In February 2026, CYP employed 325 permanent and contracted staff and casual workers. We work with over 9,000 children and young people every year. In FY27 budgeted income was more than £5.4 million – 64% of YMCA East Surrey's total income.

Children and Young People has four service areas:

Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.

Childcare and Children's Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.

Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.

Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support

Job Purpose

To lead, oversee, and deliver Short Breaks Club sessions for children and young people with disabilities and additional needs, providing high-quality, person-centred care. Ensure their safety, wellbeing, and positive development, while maintaining compliance with safeguarding, regulatory, health and safety, and organisational standards.

Key Responsibilities

Service Delivery and Leadership

1. Take responsibility for the day-to-day running of Children and Young People's services, ensuring high-quality, safe, and appropriate provision.
2. Act as the responsible person in charge when the Coordinator/Manager/Duty Officer is unavailable and provide annual leave cover for the coordinator as needed.
3. Lead, support, coach and supervise a team of Disability Play & Youth Workers and volunteers, providing guidance and ensuring they know when to seek further support.
4. Prepare and manage session planning documents, staff allocations, daily logs, and lunch/toileting rotas.
5. Support Disability Play & Youth Workers to support and meet the needs of the Children and Young People including managing distress behaviours, sensory engagement and intensive interaction.
6. Lead on trips to ensure they are run smoothly, safely and ensure all Disability Play & Youth Workers are following risk assessments, policies and procedures to ensure all children and young people are safe.

Personal Care and CYP Support

1. Ensure high-quality, person-centred support is provided to children and young people with disabilities and complex needs, following and understanding care plans, behaviour support plans, and risk assessments.
2. Oversee and provide personal care, always ensuring hygiene, privacy, dignity, and appropriate recording
3. To ensure and receive medication from Parents/Carers, check, record and store safely following procedures and administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records.
4. Supporting children/young people with eating and drinking as outlined within their care plan and guidelines
5. Assist and supervise moving and handling children/young people with restricted mobility, including hoisting and use of mobility equipment, after appropriate training.
6. Implement and ensure regular use of aids to support communication and sensory impairment needs
7. Provide high level of diligence and surveillance for all the children/ young people, including personal hygiene, behaviour, nutrition, sensory and play needs, feeding back any new observations to the coordinator.

Activity Planning, Delivery and Engagement

1. Contribute to planning, organising, and oversee the delivery of activities, ensuring adaptability and accessibility for all children and young people.
2. Lead children/young people through structured programs of play, social, recreational, and leisure activities.
3. Ensure children and young people are welcomed on arrival, feel valued, and experience positive opportunities that build self-esteem and confidence.
4. Support children/young people to engage in activities, helping them achieve desired outcomes.
5. Ensure the smooth running of sessions, including preparation, set-up, pack-down and maintain resources required for activities, informing the coordinator if extra resources are required.
6. Collect CYP feedback and evaluation records in sessions as directed.

Safety, Supervision and Environment

1. Ensure the health, safety, and wellbeing of children, young people, and colleagues, following safeguarding policies and organisational procedures.
2. Provide and supervise refreshments, considering balanced diets, cultural/ethnic needs, allergies, and food safety principles.

3. Supervise the environment to ensure the physical and emotional safety of all children and young people.
4. Supervise activity environments to maintain physical and emotional safety, completing risk assessments and accurate records of accidents, injuries, incidents, medication administration and health and safety concerns.
5. Ensure materials, equipment, and service spaces are maintained, safe, and stored appropriately.
6. Ensure appropriate care is provided, ensuring all children/young people eat, drink and stay hydrated and toileting needs are met.

Teamwork, communication and development

1. Lead and work as part of a team to ensure high-quality service delivery. Build positive and professional relationships with children, young people, and colleagues.
2. Lead on greeting parents/ carers and communicate effectively with parents/carers, providing feedback on their child's day and sharing relevant updates, checking that we have the correct information and keep them informed of incidents/ accidents or other concerns relating to their child.
3. Support promotional activities, including taking photos for marketing and fundraising purposes.
4. Gather and evidence children's choices and feedback to inform planning.
5. Work collaboratively with the coordinators/ managers to meet attendance targets and service objectives.
6. Attend staff meetings, training, and development events to maintain the knowledge and skills required for this role
7. Undertake other duties reasonably requested by senior staff to support the smooth running of the service.

General

- a. Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times.
- b. Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role.
- c. Take responsibility for your own health and safety and that of others, reporting any risk promptly.
- d. Work within YMCAES policies and adhere to the terms outlined within them.
- e. Undertake any other duties and responsibilities as reasonably requested by Disability Managers.

Key Working Relationships

- Parent/Carers – liaise on the child/young person's well-being, sharing relevant information about progress, concerns, and achievements. Communicate effectively regarding concern, incidents and accidents.
- Children and Young People – to provide safe, inclusive, and engaging play and youth activities, support individual needs, promote independence, and ensure positive experiences.
- Colleagues – co-operate on safeguarding, health and safety, and activity planning and delivery. Work collaboratively and lead/ coach a team to follow care plans and risk assessments and provide consistent support.
- External venue staff and Activity Providers – effectively communicate and build a professional working relationship to ensure a safe, effective and high-quality service is provided.

Scope of the Role and Limits of Authority

Specialist Resources:

- Implementation of individual care plans, behaviour support strategies, and risk assessments. Additionally, leading a team of Disability Play & Youth Workers to implement these.
- Handling and administration of Medication

Information and Communication Resources

- Responsible for accurate completion of accident/incident and safeguarding reports
- Maintain accurate records and be responsible for accurate completion of all session-related paperwork
- Handling of sensitive personal and medical information including care plans, in line with data protection and confidentiality policies.

Material Assets

- Play, sensory, and communication resources (e.g. PECS, visual timetables, sensory equipment) to support children and young people.
- Use of specialist equipment in line with training (e.g. moving and handling equipment, sensory aids).
- Other Short Breaks resources/ equipment
- Delivery sites at YMCA and external organisations including building security/safety, contents, equipment and resources.

Delegated Responsibilities and Authority Limits:

- Take day-to-day responsibility for the safe and effective delivery of sessions and activities.
- Make immediate decisions to ensure the safety and wellbeing of children and young people, including responding to incidents or medical needs, and escalating concerns in line with procedures.
- Provide guidance and leadership to support staff and volunteers during sessions, within agreed role responsibilities.
- When required act as building Duty Officer, key holder and person in charge of site (with induction and training).

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies, including Ofsted, as required.
- Always ensure compliance with UK GDPR and organisational data protection policies.

Person Specification

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • First Aid qualification or willingness to undertake this • Introduction to safeguarding children and safeguarding adults or willingness to undertake • Child Care/Youth Work level 2 / 3 or equivalent qualification (or working towards) 	<ul style="list-style-type: none"> • Training in positive behaviour management, positive touch, SEND, Makaton, epilepsy or medical interventions.
Knowledge and Experience	<ul style="list-style-type: none"> • Communicates clearly and appropriately for different audiences, using inclusive language and adapting communication style based on feedback • Builds and maintains positive, professional relationships with children, families, colleagues, and stakeholders • Positive, proactive attitude, works independently and as a team and uses initiative • Commitment to the wellbeing and positive development of children and young people and ensuring the child's needs are the highest priority and maintain safe working practices. • Handles sensitive information confidentially • Escalates issues appropriately and seeks collaborative solutions • Collaborates effectively within a diverse team, values different perspectives and contributes to a positive and inclusive working environment. 	<ul style="list-style-type: none"> • Experience of handling and administering medications • Experience working in an educational, or social care setting • Experience working or living with someone with SEN or a disability.

Key Skills and Abilities	<ul style="list-style-type: none"> Builds and maintains positive, professional relationships with children, families, colleagues, and stakeholders Positive, proactive attitude, works independently and as a team and uses initiative Commitment to the wellbeing and positive development of children and young people and ensuring the child's needs are the highest priority. Organises work efficiently and seeks support where needed. 	
Personal Attributes	<ul style="list-style-type: none"> Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role Values collaboration and respect for different perspectives Open to learning and continuous development 	
Other	<ul style="list-style-type: none"> Ability to travel to other venues as required for the role. The organisation will consider reasonable adjustments and alternative arrangements to support this requirement. Flexibility to occasionally work outside standard hours, including evenings and to undertake overnight stays, when necessary, with advance notice and support provided 	

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: