**YFHS Staff Job Description**

**Introduction**

At Holiday School we aim to build a community where every individual feels welcome, is nurtured and can participate in keeping with its Quaker roots. As a Holiday School staff member you must be committed to this aim. In practice this involves a range of responsibilities shared out amongst the staff team – both during the year between Holiday Schools and at Holiday School itself.

**The Basics**

**Between events**

As part of building a successful team, it is helpful for staff to attend as many staff meetings as possible through the year and to consider items on the agenda in advance if possible. We have four or five meetings throughout the year, including one residential planning weekend that staff are encouraged to attend in-person. Since the pandemic, the rest of our meetings are held online over Zoom, or with a “blended” approach, with some staff face-to-face and others attending virtually (this is each individual’s choice based on circumstance – e.g. Covid risks, ease of travel to meetings etc)

There are a number of duties shared out including some specific roles (e.g. Treasurer, Secretary, Webmaster, Child Protection Officer, First Aiders, Social Media Gurus…). There are also one-off responsibilities, which are shared out on an ad hoc basis, including: finding speakers, compiling the programme, preparing procedural notes and policies, liaising with the venue, organising the first weekend of HS (Staff and Student Helpers arrive a day early for final planning and bonding).

Communication between staff members during the year is important and recently we have used Microsoft Teams as our main tool for communication. It is helpful for members of staff to check it regularly and comment on issues as they arise in between meetings. If someone does not have computer access, then contact with other members of staff (e.g. by phone) is useful.

**All members of staff** must have an up-to-date DBS check (enhanced clearance). Our DBS administrator can help you apply for one if appointed to the Staff Team. You will need it ahead of Holiday School itself, or you will not be allowed to volunteer with us.

**At Holiday School**

At Holiday School, the tasks are numerous and varied, and contribute to the overall responsibility for the well being of participants and helpers both physically and emotionally.

Staff should be available to attend H/S from the Saturday for the full week until the following Sunday, if possible. Staff should expect to participate as much as practicable in all organised and social activities throughout the week (including both sessions and socials). In practice, there may be some tasks that can only be undertaken during sessions or other activities, and as a team we must be kind to each other (sometimes we need to catch up on rest!). The main aim as a group is to ensure that there is good staff presence throughout the elements of the week which are compulsory for participants.

Staff should aim to attend all staff meetings during the week and contribute as appropriate. At time of writing, the staff team meets twice a day: after breakfast to discuss practical arrangements for the day, and after epilogue in the evening to reflect on the progress of Holiday School and to raise any concerns.

Most staff members will be part of a nest group and should co-facilitate it with student helpers, and other staff when applicable. They should be aware of the needs of individuals in their nest group and see their role as pastoral as well as practical. New staff will be teamed up with an experienced staff member, who will also act as their “buddy” for the week, offering support when needed, and available to answer any questions new staff might have during the week.

Staff should help to run an activity group, and be ready to volunteer for rotas (e.g. clerking staff meetings, welcoming people to Meeting for Worship, wakes-ups, bedtimes, etc.).

There are members of staff who undertake specific roles according to their skill and interest (first aiders, tuck shop gurus, etc.) There are also less definable roles, in particular being aware of individuals’ needs (e.g. a kind word to someone who is homesick, helping shy newcomers to get to know people, making a cup of tea for a stressed-out student helper),

Energy and enthusiasm are probably the main qualities needed from everyone.

**The staff team**

Taking into account the above responsibilities, the staff team needs to be balanced, and ideally have the following:

* A gender balance
* A mixture of ages and experience
* A number of people actively involved in and committed to the Society of Friends (including Friends with strong Yorkshire links).
* A number of outgoing members of staff who can engage participants and generate enthusiasm
* A number of members of staff who are empathetic and who are approachable to young people (especially shy or younger participants)
* Staff with specific skills or willing to undertake specific tasks (e.g. first aiders, people with administrative expertise)
* Staff with desirable skills (to provide a rich, varied experience through activity groups, e.g. music, craft, drama, sport etc)
* Some members of staff with recent experience (outside HS) of life with teenagers (in a professional or personal capacity)
* A willingness of all staff to work together as a team, to listen to each other and to recognise the different gifts we bring and contributions we make.

The number of staff required to run a Holiday School is not currently defined, but should be reviewed regularly to ensure that there are enough staff with the right skills and experience to support the creation of a loving and safe community.