

## YFHS Staff Job Description

As Holiday School staff members we are committed to building a community where every individual feels welcome, is nurtured and can participate in keeping with our Quaker roots. To achieve this, we share out a range of responsibilities amongst the staff team – some ongoing throughout the year and some at Holiday School itself.

### Between events

As part of building a successful team, it is helpful for staff to attend as many staff meetings as they can. We have four or five meetings throughout the year:

- A residential planning weekend (usually sometime Mar – May) that all staff are encouraged to attend. This is where we discuss the bulk of HS business. It is also a great chance to bond as a team.
- A reflective meeting (Sept or Oct), for staff who attended that year's HS. We reflect on the event, review feedback from participants and discuss any actions that should be taken.
- The rest of our meetings are spread out through the year and are held online over Zoom. These are usually for staff who are attending the upcoming year's HS, to plan the event.

There are a number of duties shared out amongst the staff, including some specific roles (e.g. Treasurer, Secretary, Webmaster, Child Protection Officer, First Aiders, Social Media Gurus...).

There are also one-off responsibilities which we volunteer for on a more ad hoc basis, including: finding speakers, compiling the programme, preparing procedural notes and policies, liaising with the venue, and organising the schedule for the first weekend of HS (when Staff and Student Helpers arrive early for final planning and bonding).

Communication between staff members during the year is important and recently we have used Whatsapp 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 you don't have access to Whatsapp, we can arrange for one of the other staff members to keep you in the loop via other means.

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 student helpers both physically and emotionally.

Staff should be available to attend HS from the Saturday for the full week until the following Sunday, if possible. Staff should expect to participate as much as practicable in all timetabled activities throughout the week. In practice, sometimes staff members will need to miss activities because of other behind-the-scenes tasks that need to be undertaken, or because of responsibilities outside of HS. Or sometimes because we need to catch up on rest! We try to let each other know in advance if

we will be taking time out, so we can ensure that there is still good staff presence throughout all timetabled elements of the week which are compulsory for participants.

The staff team meets twice a day:

- after breakfast to discuss practical arrangements for the day
- 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 will co-facilitate it with student helpers, and other staff when applicable. They will be made aware of the needs of individuals in their nest group and should 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.

*\*A nest group is a small group of about 10 people, including staff, student helpers, and participants of different ages, that meets for an hour each day. This group remains the same through the week, allowing members to get to know each other well.*

Most staff will help to run an activity group (e.g. craft, sport, drama, board games) which happens daily, usually with the same small group of participants.

We also have a rota for various daily jobs that we sign up for during the week, according to our skills and other responsibilities. (e.g. clerking staff meetings, welcoming people to Meeting for Worship, wakes-ups, bedtimes, etc.).

There are staff members who undertake specific roles throughout the week, 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.