

**Job Title:** Activity and Learning Assistant

**Hours:** 16 hours / week

**Days:** Tuesday, Wednesday and Thursday 12.30-3.45pm; Friday 9am – 3.45pm

**Wage:** £9.64 / hour (includes pro-rata holiday entitlements)

**Reporting to:** Operations Manager

**Address:** OnTrak Community Initiative, St Enoch's Road, Wibsey, Bradford. BD6 3BU

OnTrak Community Initiative is a children's charity founded in 2012 by Adrian Woods MBE. We are an entirely self-funded organisation using our charitable businesses to fund our community and outreach work. We have a fully working public garage, education centre and go kart track. We are made up of passionate and highly specialised people who want to make a difference to our young people and within our communities. We have a wide-ranging impact across the UK working with different front-line partners and collaborations to bring much needed services to the community.

We are looking for a positive and hands on compassionate activities and learning assistant to work with our young people in the education centre and assist with our projects within the community. The activities and learning assistant will support the Operations Manager through the day-to-day running of the charity, work with young people in the workshop and sit with students 1-2-1 working through their Level 1 certificate work. We actively encourage life-skills amongst our students so the activity and learning assistant will also supervise and assist with making lunches and housekeeping activities. This is a challenging role but highly rewarding!

We are an equal opportunities organisation and welcome applications from all of our community.

**Activities and Learning Assistant Responsibilities:**

- Assisting staff with the day-to-day running of the education centre (this includes assisting with lunches and housekeeping jobs with the students)
- Supervising and assisting small groups of students with a set task in the workshop
- Working 1-2-1 with students on their Level 1 Motor Vehicle Maintenance and Repair module work (training will be given)

- Keeping up to date records and following appropriate procedures regarding observations, injuries or behavioural incidents
- Adhering to and enforcing all safeguarding procedures and all OnTrak policies, risk assessments and procedures.

#### **Activities and Learning Assistant Requirements:**

- Minimum of 2 years experience working with young people as an educator and/or youth and community worker
- An enhanced DBS is essential (can be provided)
- First Aid and other CPD training would be desirable but a willingness to undertake in-job training is a necessity
- At least a level 3 education and training qualification or working towards
- Physical fitness to meet the demands of a workshop
- The ability to be adaptable, flexible, have strong organisation and time management skills is a boon to this role
- Good record keeping, interpersonal, decision making, and verbal and written communication skills is a necessity to maintain the standards of the education centre
- Patience and compassion when dealing with others
- Willingness to adhere to and enforce all safeguarding and all policies
- Good sense of humour and just getting stuck in!

To apply for this role, please send an up-to-date CV and covering letter highlighting all of the requirements, why you would fit in this role and what you will bring. Please send these through to Natalie Kershaw [Natalie.kershaw@ontrakcommunity.org.uk](mailto:Natalie.kershaw@ontrakcommunity.org.uk) or for more information, call 01274 678272. The deadline is Friday 30<sup>th</sup> September 2022, 11:59hrs.

A non-obligation visit to OnTrak to have a look around and see what we are about will be arranged for Wednesday 5<sup>th</sup> October 2022 for 2pm. Please book your place.

Interviews will take place w/c 10<sup>th</sup> October 2022.