



The Hamlet Johnson Place – Supporting Children with disabilities and complex health needs and their families.

Job Description and Person Specification: Short Break Team Leader

Purpose of the Role

The Hamlet supports children and young people with disabilities and complex health needs, providing high-quality short break opportunities that enable them to enjoy positive experiences, develop skills, build friendships and achieve their potential, while providing valuable respite for families.

The Short Break Team Leader will coordinate and lead engaging, inclusive and person-centered activities for children and young people aged 5–17 years. The postholder will provide day-to-day leadership during sessions, ensuring activities are safe, well organised and adapted to meet individual needs. Working closely with children, families and colleagues, the Team Leader will promote confidence, independence, wellbeing, social inclusion and personal development.

Responsible to: Short Break Manager

Direct Reports: Support workers, playworkers, Volunteers, Placements

Location: Johnson Place

Hours: 36 hours per week, usual working pattern

Working pattern:

- Tuesday, Wednesday, Thursday and Saturday: 8:45am – 4:30pm
- Friday: 8:45am – 4:15pm

Key Responsibilities

Activity Planning and Delivery

- Plan, deliver and evaluate a varied programme of stimulating and inclusive activities.
- Adapt activities to meet individual physical, sensory, communication and learning needs.
- Support children and young people to develop skills, confidence, independence and friendships.
- Organise activities both at The Hamlet and within the wider community.
- Ensure resources and equipment are prepared and used appropriately.
- Gather feedback from children, families and colleagues to improve future activities.
- Develop links with community organisations to increase opportunities for participation and inclusion.

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Leadership and Team Support

- Lead the effective day-to-day delivery of short break sessions.
- Provide guidance, support and mentoring to Support Workers, volunteers and students.
- Share knowledge, expertise and best practice to support colleagues in their roles and promote high-quality service delivery.
- Promote consistency, good practice and a positive team culture.
- Support the Short Break Manager to lead team briefings, debriefings and reflective practice discussions.
- Participate in meetings, training and service improvement activities.

Supporting Children and Young People

- Build positive, trusting and professional relationships with children and young people.
- Working with a range of children and young people with complex health needs, disabilities and behaviours that challenge
- Deliver person-centered support based on individual needs, interests and aspirations.
- Contribute to the development and follow individual support plans, risk assessments and agreed support strategies.
- Promote choice, independence, self-esteem and social development.
- Support access to community activities and opportunities.
- Recognise and celebrate achievements and positive outcomes.
- Provide support with eating, drinking and personal care where required.

Session Leadership

- Lead the day-to-day delivery of short break sessions and activities.
- Ensure sessions are organised, engaging, safe and run effectively.
- Act as a positive role model and promote child-centered, inclusive practice.
- Provide guidance, advice and practical support to Support Workers, volunteers and students during sessions.
- Support colleagues to understand and follow individual support plans, activity plans and risk assessments.
- Share knowledge, skills and good practice to support consistent, high-quality service delivery.
- Support new staff, volunteers and students to become familiar with the service, routines and activities.
- Attend and contribute to team meetings, training and service development activities.
- Work closely with the Short Break Manager to ensure the service is delivered effectively and achieves positive outcomes for children and young people.

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Family and Partnership Working

- Develop positive relationships with parents, carers and professionals.
- Attend Children in Need and Team Around the Child meetings as required.
- Communicate effectively with families regarding participation, progress and significant events.
- Work collaboratively with professionals and partner organisations to support positive outcomes.
- Build community partnerships that enhance opportunities for children and young people.

Safeguarding, Health and Safety

- Place safeguarding at the centre of all practice.
- Promote the welfare, dignity, rights and wellbeing of children and young people.
- Complete and review risk assessments for activities, outings and environments.
- Maintain a safe, welcoming and inclusive environment.
- Follow safeguarding, health and safety and fire safety procedures at all times.
- Report concerns, incidents and unsafe equipment promptly and appropriately.

Administration and Record Keeping

- Maintain accurate records, support plans and risk assessments.
- Complete required documentation within agreed timescales.
- Use IT systems effectively to record participation, achievements and outcomes.
- Contribute to service monitoring, evaluation and improvement.

General Responsibilities

- Act as a positive ambassador for The Hamlet.
- Promote inclusion, equality, dignity and person-centered practice.
- Attend mandatory training and continuing professional development.
- Undertake additional duties consistent with the role.

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Company No: 2518973 Charity No: 1000653 Registered Office: The Hamlet Charity, Johnson Place, Norwich, NR2 1SJ



Person Specification

Qualifications

Desirable

- GCSE Grade C/4 or above in English and Maths.
- Full and relevant Ofsted-recognised Early Years or equivalent childcare qualification.
- Level 3 qualification in Playwork, Youth Work, Childcare, Early Years or related subject.
- Paediatric or Emergency First Aid qualification.

Experience and Knowledge

Essential

- Experience supporting children and young people with disabilities and additional needs.
- Experience of planning and delivering activities for children and young people.
- Understanding of person-centred practice, inclusion and participation.
- Knowledge of child development and the importance of play and social interaction.
- Understanding of safeguarding and child protection responsibilities.
- Awareness of the challenges faced by disabled children and their families.

Desirable

- Experience leading short break, youth work, playwork or activity-based provision.
- Experience organising community activities, events or outings.
- Experience working with families and multi-agency professionals.

Skills and Attributes

Essential

- Excellent communication and interpersonal skills.
- Strong planning, organisational and leadership abilities.
- Ability to design creative and engaging activities.
- Ability to motivate and inspire staff, providing effective leadership and support to ensure positive outcomes for children and young people.
- Strong problem-solving and decision-making skills.
- Good IT skills, including Microsoft Office and digital record keeping.
- Ability to work independently and collaboratively.
- Positive, caring and professional approach.
- Commitment to inclusion, equality and person-centred support.

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Physical Emotional Requirements

Essential

- Ability to undertake an active role, including community activities and floor-based play.
- Ability to maintain enthusiasm and engagement throughout the working day.
- Emotional resilience when supporting children and young people with a range of needs.

Other Requirements

Essential

- Satisfactory Enhanced DBS check.
- Commitment to completing mandatory and role-specific training.

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