

SUPERVISOR – BOSP's SKILLS 4 LIFE JOB DESCRIPTION & PERSON SPECIFICATION

Title:	Skills 4 Life Supervisor
Based at:	Term Time: BOSP, Wat Tyler Country Park, Pitsea, SS16 4UH School Holidays: The Pioneer School, Basildon and Thriftwood in Brentwood, with some sessions taking place out in the community
Reports to:	BOSP's Families & Activities Manager/Operations Manager
Salary:	£28,500 to £30,000 pa (Full Time Equivalent - depending on experience)
Working hours:	37.5 hours per week (term time/job share considered) There is flexibility to the below which can be discussed before or during the interview. Usual hours: Term time: Tuesday to Friday 9.00am to 5.00pm, Saturdays 8.45am to 4.45pm School Holidays: Monday to Friday 9.00am to 5.00pm
Annual Leave:	30 days per year including 8 Bank Holidays (increasing 1 day per year of service up to 3 additional days)

Role Overview:

You will be planning and delivering fun and educational activities for small groups of young adults with learning disabilities, aged 18-25 years. Most days include exciting community outings designed to help the young people improve their confidence, communication, physical and life skills to improve their well-being and enable them to have greater independence and control over their lives.

Service Delivery (Making things happen)

- **Delivering** BOSP's weekday 'Skills 4 Life' term-time programme for young people aged 18-25 with learning disabilities, physical disabilities and medical conditions
- **Planning** fun and exciting sessions in line with budget and policies, which will promote learning in money handling, enterprise, food and nutrition, shopping and meal preparation, travel training, decision making, communication and social skills, healthy relationships, personal hygiene, keeping a home clean and physical fitness
- **Provide** (with assistance) occasional personal care and non-invasive medication support
- **Supervisory/Senior Team** support during school holidays/Saturdays as required
- **Drive** BOSP's mini-bus
- **Pre and post session administration**
- **Setting up** and putting away at sessions, maintaining high standards of hygiene and cleanliness
- **Safeguarding** and promoting the welfare of children and young adults
- **Confidentiality:** Develop and maintain respectful relationships and confidences
- **Liaise** with BOSP parent carers and professionals, maintaining a good working partnership
- **Standards, Policies & Procedures:** To keep up to date with and maintain good working knowledge
- **Associated duties** that are required

People Management (Looking after the team)

- **Being a "People Person":** You'll lead and support your small team, helping them to do their best work, and at other times, working within a much larger team
- **Building the Culture:** We're a place where people love to work
- **Support & Growth:** You'll handle the 1-to-1s for your immediate team and help them develop their skills

Person Specification (who you are)

- **You care:** You're not just here for the pay; you're genuinely passionate about the mission and the people we serve
- **You're positive:** You enjoy your work and have an enthusiastic 'can-do' attitude
- **You have a strong sense of responsibility:** An alertness to potential risks that affect children and vulnerable young people with complex needs and disabilities. Able to follow policies and procedures
- **You are committed to anti-discriminatory practice and equal opportunities:** Are open minded and non-judgemental
- **You are a good problem solver and calm under pressure:** It's rare, but plans can change – an activity you booked could get cancelled last minute, so flexibility and thinking on your feet are a must
- **You are organised:** Planning and delivering different activities doesn't faze you

The "Must-Haves"

- **Experience of supervising** a small team
- **Experience and understanding of working with children and vulnerable young people** with complex needs and disabilities
- **Level 3 (or higher)** in Children's Care, Health & Social Care or equivalent
- **Great communication skills:** (listening, written and verbal)
- **Solid IT skills:** you are comfortable using Microsoft Packages to stay organised
- **Full driving licence, with less than 3 penalty points:** To be able to drive the BOSP mini-bus, following appropriate checks and training (21 years +)
- **Development aspirations:** Willingness to attend mandatory training and personal development opportunities
- **Enhanced DBS:** To comply with check and suitable references

The "Nice To-Haves"

- **Medication:** Experience of administering first aid, medication, and completion of associated paperwork
- **First Aid training:** Level 3
- **Safeguarding training:** Level 2
- **Planning and budgeting experience:** Able to take the initiative and follow instructions

Closing Date: Monday 11th May 2026 (BOSP reserves the right to close the application process for this role earlier)

Please only apply if you can demonstrate meeting the above criteria in your application. Using the Person Specification, please clearly address each point.