



Irish Youth Training Choir-Pastoral Care Assistant

Closing date for applications is 15th March 2019.

Job Description:

To look after the day-time and night-time needs of the participants of Irish Youth Training Choir (23rd-27/28th June) in the accommodation and to accompany them in their rehearsals/activities and provide a fun atmosphere, support, leadership and encouragement. To facilitate the young singers in all they do and to re-direct inappropriate behaviour if required. Ability to build positive relationships with colleagues thus ensuring for a safe environment for the young singers.

Main Responsibilities:

Pre- course preparation:

- Being familiar with all information available on the designated group
- Helping to ensure that all accommodation areas/facilities are prepared and ready for the participants
- To attend all training and information sessions prior to singers arrival.
- Have read and have signed the declaration certifying you have read and agree to the contents of Sing Ireland Child Safeguarding Policy

Supervision of the designated group

- Morning wake up and lights out
- Knowing where the participants in your designated accommodation are at all times and reporting any missing immediately
- Ensuring that all property is respected and does not go missing
- At the end of the weekend, ensuring that the accommodation is clean, tidy, and no belongings have been left behind

Supervision of a group

- Assisting Sing Ireland and artistic staff during rehearsals and activity sessions as required and ensuring that children follow Sing Ireland/artistic staff instructions
- Knowing where the participants in the activity group are at all times and reporting missing campers immediately
- Using appropriate behaviour management at all times
- Keeping to the schedule – arriving to rehearsals, activities, evening programme etc on time

Encouraging group cohesion

- Helping to lead and take part in all activities and programmes
- Inform senior staff about group issues so they can be dealt with in a fair, positive and appropriate manner
- Being aware of and sensitive to any participants personal fears and concerns
- Acting as a role model and setting an example for participants through good leadership, integrity, punctuality and personal behaviour
- Being encouraging, supportive, positive and friendly

Safety

- Being fully aware of all safety and emergency procedures and exercising them appropriately when required
- Ensuring that all participants in the accommodation are aware of and understand the safety rules for the night
- Ensuring accident and incident reports are completed accurately and immediately for any occurrence within the accommodation or activity group, and giving the report to the CEO upon completion

Staff Team

- Actively participating in staff training
- Being present for any staff and other meetings as required
- Being supportive of other members of the team
- Assisting staff in preparation if asked

Other Duties

- Maintaining participants and colleague confidentiality at all times
- Completing staff feedback sheets and reports as required
- Undertaking such other duties as may be required in accordance with the overall purpose of the job
- To abide by and comply with all policies and procedures as laid down by Sing Ireland, especially relating to individual areas of responsibility.
- Any other duties as deemed appropriate by the CEO and/or Artistic staff