



Holiday Camp Activity Leader

To assist the Holiday Camp Site Leader in the organisation and provision of high-quality activities for pupils during holiday camps run within the school holidays.

Grade:

5 Pay point 7 -8

Responsible To:

Extended Services and Site Leader

Key Relationships/

Head of Extended Services/Extended Services Education

Liaison with:

Assistants and Apprentices/ Trust Safeguarding Lead/Holiday

Camp Site Leaders/Extended Services Education Leads

Main duties and responsibilities

- To be a positive role model, creating a safe and fun environment in which to motivate and encourage young people.
- To maintain a duty of care for all children attending the Holiday Camp.
- Promote, create and maintain an appropriate ethos that attracts and encourages children in the Discovery Holiday camp.
- Assists in the effective management of the Holiday Camp supporting the Site Leader. .
- Plan, implement, support and assist children undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
- Evaluate verbally to the Site Leader following activities that have occurred in the Discovery Holiday Camp.
- Organise equipment and maintain a safe environment. Ensuring equipment is used appropriately and damaged items removed and reported as appropriate.
- Quietly refer any instance of unacceptable behaviour or concerns they may have about children to the Holiday Camp Site Leader – recording matters in line with policy and procedure.
- Mop up spillages and accidents with the use of appropriate materials/equipment.
- Comfort and supervise children who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated First Aider ensuring that accidents are recorded appropriately.
- Be aware of and apply the Holiday camp's policies and procedures specifically relating to Safeguarding, Child Protection, Intimate Care, and Health and Safety statutory requirements.
- Being aware of confidentiality issues linked to home and children and to keep confidences as appropriate



- Participating in appropriate Holiday camp-based meetings and training activities within contracted hours.
- Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.
- Contribute to and support the development of the Holiday Camp timetable with activity ideas and leading activities for the young people that attend.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement**. It is the Site Leader's responsibility to join update service (DBS). It is the Site Leader's responsibility to join update service (DBS).

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Sports, Play, Art or other relevant qualifications with experience of leading clubs for children <i>Paediatric First Aid</i> <i>OR</i> <ul style="list-style-type: none"> Demonstrable experience identified within the section below. 		✓ ✓	App/Doc App/Doc App/Ref/Int
Experience <ul style="list-style-type: none"> Working with children in a learning environment. 	✓		App/Int/Ref
Knowledge <ul style="list-style-type: none"> Willingness to attend courses to update knowledge. Knowledge of Child Protection and appropriate Health and Safety Regulations. 	✓ ✓		App/Int App/Int
Skills/Attributes <ul style="list-style-type: none"> A high standard of literacy and numeracy skills. Ability to work with children in a learning environment. Good interpersonal skills. Ability to work as part of a team. Empathy with children. Can undertake personal development. 	✓ ✓ ✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref Int/Ref App/Int
General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	✓		Med



App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)