

## Club/Camp Worker

<b>Job Title</b>	Club/Camp Worker
<b>Base</b>	Eden Academy Schools
<b>Accountability</b>	Group leader Club/ Camp Coordinator
<b>Salary</b>	Scale 4 point 9

### Purpose of Role

To work with the Club/ Camp Co-ordinator and Group Leader to support pupils in groups in a range of sessions and leisure activities. Sessions may be in the school, outside the main teaching areas and on trips.

### Job Description

#### **Support for Pupils:**

Supervise and provide particular support for pupils, ensuring their safety and access to activities.

Ensure that pupils' Positive Handling Plans and any individual programs are followed.

Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to interact with others and engage in activities.

Promote self-esteem and independence.

Communication support using alternative and augmentative strategies

#### **Support for Group Leader:**

Create and maintain a purposeful, orderly and supportive environment, in accordance with plans and assist with the display of pupils' work.

Assist with the planning of activities.

Monitor pupils' responses to activities and keep accurate records as directed.

Provide feedback to the Group Leader and/or parents on pupils' achievement, progress, problems etc.

Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.

Establish constructive relationships with parents/carers.

Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc. if needed.

Prepare, maintain and use equipment/resources required to meet the plans/relevant learning activity and assist pupils in their use.

#### **School:**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

Contribute to the overall ethos/work/aims of the school and the Club/ Camp.

Attend relevant meetings as required.

Accompany pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Group Leader