



Holiday Camp Site Leader

To be responsible for the organisation and provision of high-quality activities for children during holiday camps run within the school holidays. To organise and support individuals in implementing quality childcare.

Grade:

8 Pay point 15 - 18

Responsible To:

Extended Services

Responsible for:

Activity Leaders

Key Relationships/

Head of Extended Services/Extended Services Education

Liaison with:

Assistants and Apprentices/ Trust Safeguarding Lead/Holiday

Camp Activity Leaders/Extended Services Education Leads

Main duties and responsibilities

- To act as 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.
- Leads in the effective management of the Holiday Camp supervising the Activity Leaders.
- Plan, implement, support, and assist children undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
- To prepare, maintain and monitor a safe and secure environment for the children; to monitor resources and ensure adequate stock in an appropriate condition.
- To coordinate and liaise with Activity Leaders in producing a planned timetable of activities to be implemented in the Discovery Holiday Camp. To lead on evaluating the quality of the session and make changes where appropriate.
- Organise equipment and maintain a safe environment ensuring broken or damaged equipment is removed from circulation.
- Deal with, follow up on and manage unacceptable behaviour or concerns they may have about children.
- To ensure that staff are appropriately deployed and directed within the Holiday Camp Provision.
- 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.



- To assist the Head of Extended Service in disseminating and applying the Holiday camp's policies and procedures, with particular reference 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.
- Lock and unlock Extended Services provisions in accordance with compliance and regulation with regular communications with school's PO.

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).

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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Grade: 8 Pay Point 15 - 18

	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> <p>OR</p> <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. Leading small teams 	✓		App/Int/Ref
	✓		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
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)