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| **JOB DESCRIPTION** |

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| **Section 1: General Information** | | | |
| **Position Title** | Camp Instructor | **Section/Department** | Day Camps |
| **Reports To** | Camp Manager | **Date of Review** |  |
| **Location/Site** | Saint Felix School | **Employment Status** | Zero Hours – between 40 – 45 hours per week anticipated |

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| **Section 2: Job Description** | |
| **Position Purpose** | The Camp Instructor’s role is to deliver safe, exciting activities to children between the ages of 4 – 13. As a Camp Instructor, you will be required to display great reliability and time keeping skills, as well as having lots of energy to engage children in a variety of pre-determined activities. You will be able to build great relationships with the children and staff on site to inspire those that you work with. |
| **Key Responsibilities** | * Supporting with sign in and sign out procedures to ensure all children are welcomed warmly and safely into camp with an exciting activity to jump straight into * Setting up activities ahead of each session which will impress and inspire children upon their arrival * Using the camp activity manual to deliver sessions to the camp’s standard, while displaying great levels of energy and engagement with children to bring each session to life * Thinking on your feet and displaying creativity in adjusting sessions where needed to keep children engaged * Transporting children around the camp safely * Using risk assessments effectively throughout the day to maintain high levels of safety for yourself and others * Reporting any safeguarding concerns as they arise through the appropriate channels * Organising snack times and occasionally supporting with lunchtime supervision, ensuring all children are eating safely while promoting high standards of food hygiene * Implementing effective behaviour management strategies to ensure all children and staff at camp have a safe and enjoyable experience * Adhering to all camp policies & procedures * Attending all training sessions and induction days as required by the camp |

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Minimum level 2 safeguarding (training can be provided) | * Paediatric First Aid (training can be provided for the right candidate) * Childcare-related qualification |
| **Experience** | * Working with children, ideally in an education or out of school hours setting * Delivering engaging activities to children | * Knowledge of issues related to safeguarding |
| **Knowledge** | * Maintain a good understanding of safeguarding and current safeguarding-related issues | * Understanding of the latest guidance from regulatory bodies such as Ofsted |
| **Skills and Abilities** | * Able to remain calm during busy times |  |
| **Work-related Personal Qualities/Behaviors** | * Be an effective team player that works collaboratively and effectively with others * Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences * Support, motivate and inspire both colleagues and pupils by leading through example * Suitability to work with children * Confidence, warmth, sensitivity, reliability and enthusiasm | |
| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  **Demonstrate a commitment to:**   * safeguarding and child protection * equalities * promoting the school’s vision, values and ethos * high quality, stimulating learning environment * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development | |

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Line Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_