



# JOB DESCRIPTION

<b>Job Title:</b>	<b>Holiday Camp Activity Leader</b>
<b>Grade:</b>	5
<b>Base/Location:</b>	<b>Discovery Schools Academy Trust</b>
<b>Responsible To:</b>	<b>DSAT Holiday Camp Club Leader</b>
<b>Responsible For:</b>	Holiday Camp Club Assistant
<b>Department:</b>	<b>Extended Services</b>
<b>Key Relationships/ Liaison with:</b>	

<b>Job Purpose</b>	
	<ul style="list-style-type: none"> <li>To assist the Holiday Camp Club Leader in the organisation and provision of high quality activities for pupils during holiday camps run within the school holidays.</li> </ul>

<b>Main Duties and Responsibilities</b>	
1.	To be a positive role model, creating a safe and fun environment in which to motivate and encourage young people.
2.	Promote, create and maintain an appropriate ethos that attracts and encourages children in the Discovery Holiday camp.
3.	Assists in the effective management of the Holiday Camp supporting the Club leader and supervising the Holiday Camp Assistants.
4.	Plan, implement, support and assist children undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
5.	Evaluate verbally to the Club leader following activities that have occurred in the Discovery Holiday Camp.
6.	Organise equipment and maintain a safe environment. Ensuring equipment is used appropriately and damaged items removed and reported as appropriate.
7.	Quietly refer any instance of unacceptable behaviour or concerns they may have about children to the Holiday Camp Club Leader – recording matters in line with policy and procedure.
8.	Mop up spillages and accidents with the use of appropriate materials/equipment.
9	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.
10	Be aware of and apply the Holiday camp's policies and procedures specifically relating to Safeguarding, Child Protection and Health and Safety statutory requirements.
11	Being aware of confidentiality issues linked to home and children and to keep confidences as appropriate
12	Participating in appropriate Holiday camp-based meetings and training activities within contracted hours.

13

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.

### Special Factors

- The nature of the work may involve the jobholder 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 service.
- Expenses will be paid in accordance with DSAT policy and procedures.
- 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 is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.

Discovery Schools Trust 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.

**Date Prepared/Revised: June 2019**

<b>Job Title:</b>	Discovery Holiday Camps Activity Leader
<b>Department:</b>	Extended Services
<b>Grade:</b>	5

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Sports, Play, Art or other relevant qualifications with experience of leading clubs for children		✓	App/Int
<i>Paediatric First Aid</i>		✓	App/Int
<b>Or</b> Demonstrable experience identified within the section below.	✓		App/Ref/Int
<b><u>Experience</u></b> Working with children in a learning environment.	✓		App/Ref/Int
<b><u>Knowledge</u></b> Willingness to attend courses to update knowledge.	✓		App/Int
Knowledge of Child Protection and appropriate Health and Safety Regulations.	✓		App/Int
<b><u>Skills and Competencies</u></b> A high standard of literacy and numeracy skills.	✓		App/Int
Ability to work with children in a learning environment.	✓		App/Ref/Int
Good interpersonal skills.	✓		App/Int
Ability to work as part of a team.	✓		App/Int
Empathy with children.	✓		App/Int
Have the ability to undertake personal development.	✓		App/Int
<b><u>Other Requirements</u></b> An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
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

<b>Key:</b> App = Application Form	Pre = Presentation
---------------------------------------	--------------------

**Test = Test**

**Int = Interview**

**Med = Medical Questionnaire**

**Dc = Documentary Evidence (E.g., Certificates)**

**Date Prepared/Revised: June 2019**