



JOB DESCRIPTION

Job Title:	Holiday Camp Site Leader
Grade:	8
Base/Location:	Discovery Schools Academy Trust
Responsible To:	Extended Services Manager
Responsible For:	<i>Holiday Camp Assistant and Activity Leaders</i>
Key Relationships/ Liaison with:	

Job Purpose	
	<ul style="list-style-type: none"> 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.

Main Duties and Responsibilities	
1.	To act as 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.	Leads in the effective management of the Holiday Camp supervising the Activity Leaders and 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.	To prepare, maintain and monitor a safe and secure environment for the children; to monitor resources and ensure adequate stock in an appropriate condition.
6.	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.
7.	Organise equipment and maintain a safe environment ensuring broken or damaged equipment is removed from circulation.
8.	Deal with, follow up on and manage unacceptable behaviour or concerns they may have about children.
9.	To ensure that staff are appropriately deployed and directed within the Holiday Camp Club Provision.
10	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.
11	To assist the Extended Service Manager in disseminating and applying the Holiday camp's policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety statutory requirements.
12	Being aware of confidentiality issues linked to home and children and to keep confidences as appropriate

13	Participating in appropriate Holiday camp-based meetings and training activities within contracted hours.
14	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 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 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 Academy 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

PERSON SPECIFICATION

Department:	Extended Services
Job Title:	Holiday Camp Site Leader
Grade:	8

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

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

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

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