

## Early Years Group Co-ordinator Job Description

**Hours of work:** 08:30 – 17:30

**Reportable to:** Early Years Manager, Camp Manager and Central Office

### DUTIES

1. Plan and deliver a variety of activities with structure and enthusiasm
2. Encourage maximum participation of the children in the group whilst following OFSTED guidance
3. Advise your Group Assistant
4. Set up and maintain a suitable base room area that is inviting for the children
5. Follow policies and procedures to make sure the children in your care will have a fun time in a safe environment
6. Ensure that the needs of the children in your care are met with active supervision and attention throughout the day including breaks and lunch times
7. Be the child's key worker and manage the exchange of relevant information regarding their children
8. Ensure that the pastoral needs of the children in your care are well catered for through active supervision and care throughout the day including breaks and lunch times
9. Get to know the children in your group as individuals. Find out their likes and dislikes and incorporate these into their day on camp
10. Ensure the Early Years Foundation Stages are implemented
11. Facilitate children's development through explore and play sessions

### REQUIREMENTS – YOU WILL:

1. Have undertaken a minimum of 300 hours assessed placement or hold a relevant childcare qualification
2. Have knowledge and experience within the Early Years Foundation Stage
3. Be aged 18 or over by the time you start
4. Be eligible to work in the UK
5. Provide satisfactory references
6. Be enthusiastic, caring and organised with excellent communication skills and are able to use your own initiative
7. Be able to adapt to effectively deal with unpredictable challenges within a childcare setting
8. Obtain an enhanced DBS check through Barracudas
9. Attend an Assessment Day if you're new to Barracudas. These take place over the weekends at various locations. This day will contain a mixture of practical and theory based workshops
10. Complete relevant online training modules annually
11. Attend an Induction Training Day (this will most likely take place within the 7 day period before your camp opens)
12. Assist with pack up at the end of camp

### ADDITIONAL RESPONSIBILITIES

1. Ensure that the company fulfils all of its health and safety obligations by carefully following instructions and showing a proactive and diligent approach to all safety issues
2. Any activities that you organise or deliver must be appropriate for the children in your care within the scope of your qualifications, skills and knowledge. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable



3. Ensure the children under your supervision behave in a safe manner, always know their whereabouts, respect them as individuals and communicate with them daily about codes of behaviour
4. Carefully follow all camp systems, including registration and collection procedures, health and safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
5. Fulfil a specific additional duty that will be allocated to you during your induction training and assist the team with other additional duties from time to time
6. Be a positive role model to the children in your care, promote a healthy lifestyle, good hygiene precautions and generally consider their welfare at all times
7. Report any concerns regarding child protection to your Management Team or the Designated Persons at the Central Office
8. Make reasonable adjustments to accommodate and understand the requirements of children in your group who may have additional needs (including dietary needs) or a medical condition
9. Look after children's welfare and happiness
10. Ensure the safe use of equipment provided for your sessions
11. All staff may be required to support a swimming session. You'll need to bring swimwear and a spare Barracudas t-shirt daily

*Barracudas is an equal opportunities employer. Any offer of employment is subject to an Enhanced Disclosure Check which must be obtained through Barracudas. Barracudas comply with the Disclosure and Barring Service (DBS) Code of Practice, which includes the handling and storage of information. Any information received will not be used to unfairly discriminate. The Code of Practice and policy on Employment of Ex-offenders is available upon request.*

*Barracudas is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

