

Arts & Crafts Instructor Job Description

Hours of work: 08:30 – 17:30

Salary: £295.00 - £450.00 - 2019 salary per week (**2020 salary TBC**) dependent on age, qualifications and experience

Reportable to: Camp Management Team and Central Office

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

DUTIES

1. Set up and maintain your Arts and Crafts room so that it is suitable and inviting for the children, keeping your work area tidy and resources regularly stocked up
2. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
3. Plan and deliver a wide variety of exciting and safe creative activities that are age relevant
4. Providing safety instructions and demonstrations of equipment and ensure these are adhered to
5. Working alongside other staff members who may assist with your sessions
6. Creating prototypes to display
7. Depending on the size of your camp there may be more than one Arts and Crafts Instructor, therefore you may need to job share and liaise with each other
8. Maintain a tidy site/base rooms and ensure all equipment is packed away

REQUIREMENTS - YOU WILL:

1. Have experience in Arts and Crafts
2. Be aged 18 or over by the time you start
3. Be eligible to work in the UK
4. Provide satisfactory references
5. Be enthusiastic, caring and organised
6. Obtain an enhanced DBS check through Barracudas
7. Attend an Assessment Day if you're new to Barracudas. These take place over week nights/weekends at various locations. This day will contain a mixture of practical and theory based workshops and you will be able to demonstrate your Arts and Crafts skills
8. Complete relevant online training modules annually
9. Attend an Induction Training Day (this will most likely take place within a 7 day period before your camp opens)
10. 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 the children's 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 time at camp 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 committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. This post is exempt from the Rehabilitation of Offenders Act (1974) and therefore you are required to disclose any convictions. The Code of Practice and policy on Employment of Ex-offenders is available upon request.

