

## Senior Sports Instructor Job Description

**Hours of work:** Working hours will be between 07:30 and 17:30. Total hours worked will not exceed 45 hours per week

£420.00-£475.00 salary per week 2019 (2020 salary TBC), dependent on age, qualifications and experience

**Reportable to:** Camp Manager, Central Office and Area Manager

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

### DUTIES

1. Coordinate the Early and Late Club sessions. You're responsible for staffing and timetabling activities for these clubs
2. Organise a varied timetable that's age appropriate and makes good use of all equipment provided
3. Provide cover when required if a staff member is not present or needs assistance
4. Communicate with Central Office to provide them with necessary information
5. Be in 4 out of 6 sessions a day supporting and guiding staff
6. Use your sporting knowledge to enhance activities and ensure they're safe for both children and staff
7. Oversee paperwork with Specialist Instructors
8. Timetable Skills Builders courses and ensure the content is being followed correctly
9. Ensure high risk activities and paperwork are being completed in accordance with Barracudas Activity Codes of Practice
10. Timetable Activity, Sport & Group Leaders sessions based on their designated activities
11. Demonstrate new sessions to Leaders so that they can be added to their activity lists
12. Maintain a tidy site/baserooms and ensure all equipment is packed away

### REQUIREMENTS – YOU WILL:

1. Attend compulsory Senior Training Day - see contract letter for further details
2. Have current sporting experience
3. Have current coaching experience (ideally with children)
4. Be eligible to work in the UK
5. Obtain an enhanced DBS check through Barracudas
6. Provide satisfactory references
7. Be available for Induction Training Day and at least 1 Set Up day (these will be in the 7 day period prior to camp opening)
8. Hold/complete a Barracudas Multi-Activity qualification
9. Complete relevant online training modules annually
10. Coordinate 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 and enforcing procedures and safe systems as detailed in manuals and training
2. Demonstrate a proactive and diligent approach to all safety issues
3. Prepare and lead the on-site Induction Training as outlined in relevant manuals with assistance from your senior team
4. As part of the senior team complete a staff evaluation for each staff member at the end of their contract
5. Report any concerns regarding child protection to the Designated Person at Central Office
6. Ensure that staff are aware of any children on camp who may have additional needs (including dietary needs) or a medical condition. Assist them in making reasonable adjustments to accommodate or understand children's requirements
7. Ensure necessary medication is administered correctly according to Essential Information forms and appropriate documentation completed
8. All staff may be required to support a swimming session. You'll need to bring swimwear and a spare Barracudas t-shirt daily
9. The SSI role will depend on the number of children on camp. The SSI will be included in ratio if numbers do not exceed the set criteria. Head office will notify staff directly if this is applicable

*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.*

