

## 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

£465.50-£570.00 salary per week, dependent on age, qualifications and experience (2020 salary, 2021 tbc)

**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 (Extended Hours) 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. Support and guide staff whilst observing social distancing and wearing appropriate PPE
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 Group staff sessions based on their designated activities
11. Demonstrate new sessions to Group Staff 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 or have an existing enhanced DBS on the Update Service
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 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 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. Central Office will notify staff directly if this is applicable

### **COVID-19 RESPONSIBILITIES**

1. Monitoring that systems outlined as part of Barracudas System of Controls are being followed throughout the day
2. Ordering more stock of cleaning products and PPE with Equipment Team in a timely manner
3. Liaise with school staff regarding camp staff cleaning and school staff cleaning duties
4. Communicating with any parent or authorised visitor of the cleaning protocols
5. General tidiness of the camp's office
6. Twice daily cleaning of high touch points in and around the camp office
7. Ensure full understanding of the Barracudas protocols as detailed within the COVID-19 System of Controls for camp
8. Maintain and monitor the systems set are always being adhered to by all staff
9. Nominate and agree the camp COVID officer within the Senior Team and deputy within the general staff. Communicate this on camp and with the Central Office
10. Assign and communicate Bubble Leader and Bubble support roles to those contracted as 'Group Staff'
11. Ensure the camps general tidiness and cleanliness is to a high standard and the high footfall touch points are being cleaned frequently
12. Agree an appropriate room to be set up as the quarantine room during camp
13. Appropriate disposal of PPE and disposable resources used when supporting a child showing COVID-19 symptoms in quarantine room

*\*COVID-19 responsibilities specified above apply for February half term, Easter and May half term camps. Summer responsibilities will be outlined and communicated to staff in line with the most up to date government guidance. For more information on this please contact a Central Office COVID officer.*





Barracudas is committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website.

