

Arts & Crafts Instructor Job Description

Hours of work: 08:30 – 17:30

Salary: £312.38 - £488.33 salary per week, dependent on age, qualifications and experience (2021 salary comes into effect from 1st April)

Reportable to: Camp Senior Team and Central Office

Barracudas are 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 & 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 & 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 or have an existing enhanced DBS on the Update Service
7. Attend a Virtual Assessment Event if you're new to Barracudas. These take place over week nights/weekends online. This event will contain a mixture of interactive and theory-based workshops
8. Complete relevant Online Training 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. Pending staff availability, you may be required to deliver Skills Builder sessions (e.g. Lab Rats)
12. All staff may be required to support a swimming session. You'll need to bring swimwear, a spare t-shirt will be available at camp
13. In line with current guidance all roles will have to comply with COVID-19 policies and procedures. These duties may include the cleaning of indoor activity specific areas and the cleaning of resources and equipment. Further communication will be sent.

Barracudas are 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](#).

