

Archery Instructor Job Description

Hours of work: 08:30 – 17:00

Salary: £326.83 - £430.10 salary per week dependent on age, qualifications and experience (2021 salary comes into effect from April 1st – February Half Term contracts will be on 2020 wage level

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 Range, making sure that it is suitable and inviting for the children
2. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
3. Plan and deliver exciting and safe sessions that are age relevant
4. Provide safety instructions and demonstrations of equipment and ensure these are adhered to
5. Get to know the children in your group and make their session engaging
6. Accurate completion of paperwork relating to Archery sessions on a daily and weekly basis
7. Checking the Archery equipment efficiently and regularly
8. Maintain a tidy site/base rooms and ensure all equipment is packed away
9. Travel between sites as instructed by your Recruiter

REQUIREMENTS – YOU WILL:

1. Undertake our FREE Archery course prior to your employment start date
2. Be 18 or over by the time you start
3. Be eligible to work in the UK
4. Have a valid UK driving license
5. Provide satisfactory references
6. Be enthusiastic, caring and organised
7. Obtain an enhanced DBS check through Barracudas
8. Attend a Virtual Assessment Event 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
9. Complete relevant Online Training annually
10. Attend an Induction Training Day (this will most likely take place within a 7 day period before your camp opens)
11. 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. Ensure the safe use of equipment provided for your sessions
10. Look after children's welfare and happiness
11. All staff may be required to support a swimming session. You'll need to bring swimwear daily

COVID-19 RESPONSIBILITIES

1. Following systems outlined as part of Barracudas System of Controls throughout the day
2. Follow policies and procedures to ensure the children in your care will have fun in a safe environment
3. 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
4. Maintain social distancing whilst delivering safe Archery sessions and throughout your time at the camps you are visiting
5. Be a key part of cleaning protocols ensuring that all equipment is cleaned properly between sessions
6. Wear appropriate PPE throughout your time at each of the camps you visit

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.

