

## **Group Staff Job Description**

(Group Leader and Group Assistant)

**Hours of work:** 08.30 – 17:30

**Salary:** £312.38 - £488.33 salary per week dependent on age, qualifications, and experience

**Reportable to:** Camp Senior 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.*

When you are employed as Group Staff you will be assigned the role of either Group Leader or Group Assistant. Your specific role will be assigned by a member of the Camp Management Team.

### **GROUP LEADER DUTIES**

1. Stay with the same group all day and in most cases all week
2. Set up and maintain a base room area that is suitable and inviting for the children
3. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
4. Follow the prepared activity timetable each day to make sure we deliver the amazing variety of activity sessions we promise (using resources supplied/available)
5. 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
6. Be the child's Key Worker and manage the exchange of relevant information regarding their experiences at camp
7. Get to know the children in your group as individuals. Find out their likes and dislikes and incorporate these into their day at camp
8. Maintain a tidy site/base rooms and ensure all equipment is packed away and cleaned
9. Work with other Group Staff to cover toilet trips (before, during & after a session), First Aid incidents and staff break cover
10. Assist specialist staff to help deliver sessions where necessary
11. Comply with all COVID-19 specific duties (see below)

### **COVID-19 SPECIFIC DUTIES**

All staff will follow the most up to date policies & procedures set by Barracudas Activity Day Camps in place to reduce the risk of transmission of COVID-19. These procedures will be available to staff ahead of the commencement of their contract. All staff will be responsible for familiarising themselves with this document and confirming any misunderstanding with a Head Office COVID officer ahead of starting on camp.

### **REQUIREMENTS FOR BOTH ROLES - YOU WILL:**

1. Have experience or qualifications working within a childcare setting
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 with excellent communication skills and able to apply your initiative
6. Be able to adapt to effectively deal with unpredictable challenges within the childcare industry
7. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
8. Attend a Virtual Assessment Event if you're new to Barracudas. These take place over weeknights/weekends online. This event will consist of a mixture of interactive and theory-based workshops
9. Complete relevant Online Training annually
10. Attend an Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
11. Assist with pack up at the end of camp

### **ADDITIONAL RESPONSIBILITIES FOR BOTH ROLES**

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 contracted 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 their happiness
10. Ensure the safe use of equipment provided for your sessions
11. All staff will be required to support swimming sessions to cover the pool ratios. You'll need to bring swimwear with you daily

*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](#).*



