

## Senior Sports Instructor Job Description

**Hours:** 07:30-17:30, Monday-Friday (*Total hours will not exceed 45 hours per week*)

**Salary:** £475-£605.63 per week (*age, qualifications and experience dependant*)

*(February Half Term Contracts to be issued on 2021 wage level. 2022 wage level effective from April 1<sup>st</sup>.)*

**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*

### SSI Duties

- Coordinate the Early and Late Club sessions. (*As SSI, you're responsible for staffing and timetabling activities for these clubs*)
- Organise a varied timetable appropriate for various activities, ages and use of all equipment
- Update and communicate with Central Office on a daily/weekly basis
- Support and guide the staff
- Use your sporting knowledge to enhance activities and ensure they're safe for both children and staff
- Oversee paperwork with Specialist Instructors
- Timetable Skill Builders courses and ensure the content is being followed correctly
- Complete high-risk activities and paperwork in accordance with Barracudas Activity Codes of Practice
- Timetable appropriate General Staff sessions and support accordingly
- Demonstrate new sessions to General Staff
- Keep site and baserooms tidy and pack all equipment away

### Requirements

- Attend compulsory Senior Training Day (*see contract for further details*)
- Sporting experience
- Coaching experience (*ideally with children*)
- Eligible to work in the UK
- Enhanced DBS check on the Update Service
- Satisfactory references
- Be available for Induction Training Day and at least 1 Set-up Day
- Barracudas Multi-Activity qualification (*if not held then will need to be completed*)
- Complete Online Training annually
- Coordinate pack up at the end of camp

## **Additional Responsibilities**

- Follow and enforce Health and Safety procedures and safe systems detailed in manuals and training
- Take a proactive and diligent approach to safety issues
- Assist Senior Team in completing staff evaluations for each staff member who reaches the end of their contract
- Report Child Protection concerns to the Designated Person at Central Office
- Make all staff aware of children who may have additional needs, including dietary and medical
- Assist staff in making reasonable adjustments for additionally needed children
- Administer medication according to Essential Information forms and complete appropriate documentation
- Bring swimwear daily (*all staff may be required to support a swimming session*)
- 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
- Senior staff at Camp may be granted access to our social media platforms, but you'll need to liaise with the marketing team before posting content. You'll need read and comply with our GDPR policies.

**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 provided ahead of each season.**

*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.*