



Activity Leader Job Description

Hours of work: 08:30 – 17:30

Salary: £359.13 – £595.37 salary per week dependant on age, internal/external experience, and qualifications.

(February Half Term Contracts to be issued on 2022 wage level. 2023 wage level effective from 1st April.)

Reportable to: Camp Senior Team, Area Manager 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.

Activity Leader contracts are based on a minimum of 4 days per week. Please note that there may be a requirement for you to work the full 5 weekdays which you will be notified of, and payroll information updated.

If for any reason you need a particular day off, this needs to be authorised ahead of camp, as we can't guarantee your day off will fall on this day. If you're already working on camp, a day off will need to be discussed and authorised by your Camp Manager.

Each Friday your camp will receive the registers for the following week. Your Camp Manager will then confirm if/when your day off the following week will be. The nominated day off is likely to change from week-to-week dependant on the number of children on camp and the camps staffing requirements.

You may still need to work 5 days every week. If this is an issue you must speak to your recruiter at the earliest opportunity and ideally ahead of your employment starting.

DUTIES

1. Assist with the set up and maintain a suitable base room area that is inviting for the children whilst ensuring it is kept tidy and all equipment is packed away
2. Follow policies and procedures to make sure 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. Use the resources available to plan and deliver a variety of activities with structure and enthusiasm that are age appropriate to the timetabled group
5. Follow the prepared activity timetable each day to make sure we deliver the variety of activity sessions that Barracudas promise
6. Encourage maximum participation of the children in the group
7. Work with other members of staff to deliver sessions
8. Get to know the children in your group as individuals – find out their interests and incorporate these into their day on camp
9. Take responsibility for general welfare and safeguarding
10. Ensure the safe use of equipment provided for your sessions

REQUIREMENTS – YOU WILL:

1. Have experience or qualifications working with children
2. Be aged 18 or over by the start date of your contract
3. Be eligible to work in the UK
4. Provide satisfactory professional/academic references
5. Be enthusiastic, caring and organised with excellent communication skills and be able to use your own initiative
6. Be able to adapt to effectively deal with unpredictable challenges within a childcare setting
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 (*See Staffroom for dates*)
9. Complete Online Training annually
10. Attend 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

1. Ensure that the company fulfils all 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 deliver must be appropriate for the children in your care within the scope of your qualifications, skills, and knowledge
3. Ensure the children under your supervision behave in a safe manner. You will need to 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. You must follow 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 by promoting a healthy lifestyle, good hygiene precautions and generally always consider their welfare
7. Report any concerns regarding Child Protection to your Management Team or a Designated Person 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. Pending staff availability, you may be required to deliver Skills Builder sessions
11. Bring swimwear daily as may be required to support a swimming session



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](#).