

## **Early Years Group 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:** Early Years Manager, Camp Manager, 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.*

### **DUTIES**

1. Ensure the Early Years Foundation Stages are implemented
2. Encourage maximum participation of the children in the group whilst following OFSTED guidance
3. 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
4. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
5. Be the children's Key Worker and manage the exchange of relevant information regarding their experiences at camp
6. 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
7. Plan and deliver a variety of activities with structure and enthusiasm
8. Follow the prepared activity timetable each day to make sure we deliver the variety of activity sessions that Barracudas promise
9. Work with other members of staff to deliver sessions
10. Get to know the children in your group as individuals – find out their interests and incorporate these into their day on camp
11. Facilitate children's development through Explore and Play sessions
12. Ensure the safe use of equipment provided for your sessions

### **REQUIREMENTS – YOU WILL:**

1. Be working towards or hold a relevant childcare qualification
2. Have knowledge and experience within the Early Years Foundation Stage
3. Be aged 18 or over by the start date of your contract
4. Be eligible to work in the UK
5. Provide satisfactory professional/academic references
6. Be enthusiastic, caring and organised with excellent communication skills and be able to use your own initiative
7. Be able to adapt to effectively deal with unpredictable challenges within a childcare setting
8. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service

9. Attend a Virtual Assessment Event if you're new to Barracudas that will take place over weeknights/weekends online. This event will contain a mixture of interactive and theory-based workshops
10. Complete Online Training annually
11. Attend Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
12. 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 whilst 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
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, Health and Safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
5. Fulfil additional duties that will be allocated to you during your time at camp and assist the wider 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 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 the 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
12. 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](#).*