



## **Arts & Crafts Instructor Job Description**

**Hours of work:** 08:30 – 17:30

**Salary:** £478.68 – £637.76 salary per week dependant on age, internal/external experience, and qualifications.

*(February Half Term Contracts to be issued on 2024 wage level. 2025 wage level effective from 1st April.)*

**Reportable to:** Camp Senior Team, Area Manager and Central Office

*Barracudas are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.*

### **ARTS & CRAFTS INSTRUCTOR DUTIES**

1. Set up and maintain your arts & crafts area so that it is suitable and inviting for the children – keeping your work area tidy and resources regularly stocked up
2. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
3. Use the resources available to plan and deliver a wide variety of exciting and safe creative activities that are age relevant
4. Providing safety instructions and demonstrations of equipment whilst ensuring these are adhered to
5. Working alongside other staff members who may assist with your sessions
6. Take responsibility for general welfare and safeguarding
7. 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
8. Creating prototypes to display
9. Encourage maximum participation of the children in the group
10. Deliver & oversee the Discovery Squad skills builder, ensuring resources & equipment are utilised fully in accordance with the manual
11. Depending on the size of your camp there may be more than one Arts & Crafts Instructor, therefore, you may need to job share and liaise with each other

### **REQUIREMENTS**

1. Have experience in Arts and Crafts
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 initiative
6. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
7. Attend a Virtual Assessment Event if you're new to Barracudas *(See Staffroom for dates)*
8. Complete Online Training annually
9. Attend Induction Training Day ahead of your first working season (this will most likely take place within the 7-day period before your camp opens)
10. 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 organise and deliver must be appropriate for the children in your care within the scope of your qualifications, skills and knowledge.
3. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable
4. 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
5. 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
6. Be a positive role model to the children in your care by promoting a healthy lifestyle, good hygiene precautions and always considering their welfare
7. Report any concerns regarding Child Protection to your Senior 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. Pending staff availability, you may be required to deliver Skills Builder sessions
10. All staff may be required to support a swimming session – you'll need to bring swimwear and a spare t-shirt will be available at camp
11. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

*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](#).*