

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Holiday Club Activities Leader
Reporting to:	Director of Summer School
Line management responsibility for:	N/A

Main purpose of the role

- 1. Session Planning:** To plan relevant, high-quality, structured, engaging and enjoyable sports and activities sessions for 6 to 11 year olds in order to create a positive and successful environment in which every student feels engaged, inspired and empowered.
- 2. Managing Sports & Activities Sessions:** To run and manage a wide range of sports and activities sessions positively, competently, professionally and safely in order to provide a first class Social Programme for all students attending the Summer School.
- 3. Professional Coaching:** To provide professional coaching to an appropriate level and age in any sport in which you are suitably qualified in order to challenge students, enhance their technique and develop their skills.
- 4. Risk Assessments/Health & Safety:** To read and understand the risk assessment for every sport or activity you lead or assist with ensuring that Health and Safety policies and procedures are being adhered to, in order for the students' to be safe at all times.
- 5. Promoting Good Conduct:** To be aware of, monitor and manage students' conduct and behaviour in order to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs or differences.
- 6. Pastoral Care:** To constantly be mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Welfare Manager or Centre Director of any concerns.

Operating Context

The Bede's Holiday Club is a new programme offering holiday childcare provision for primary-aged children in the Bede's Preparatory School in Eastbourne. It will begin in the Summer Holiday in 2021, and if successful will continue to run during all school holiday periods except Christmas. The aim of the Holiday Club is to showcase the Prep School to the local community, as well as provide childcare to parents in Eastbourne and the surrounding area.

This role is an ideal entry-level position for those who are training for or considering a career in childcare or primary education. Activities Leaders report to their respective Team Leaders, who are either full-time members of staff at Bede's or returning members of staff from Bede's Summer School. Contracts will be offered on a zero hours basis. While the Holiday Club will be run in the Prep School, it falls under the operational and managerial remit of Bede's Summer School.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Any relevant childcare qualifications	D	A
First aiders and lifeguards are particularly welcome.	D	A
Knowledge and Skills		
Planning and implementing sport, art and leisure-based activities for children aged 6-11	E	A/I
Ability to entertain, engage with and supervise primary school age children	E	A/I
Best practice in Child Protection and Health & Safety	E	A/I
Experience		
	E	A/I
Personal competencies and qualities		
Strong and demonstrable organisation skills.	E	I
Enthusiastic, energetic, sociable, reliable	E	A/I

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Additional information

- Working hours, 40 hour per week
- Temporary Summer Contract (12th July 2021 to 06th August 2021)
- Induction and Prep (10th & 11th July)
- Hours : 07.30 to 16.30 or 07.30 to 17.30
- Salary : £9.00 PH

Written by: Danny Kenward

Date: 04th June 2021