

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:	Holiday Club Manager
Line management responsibility for:	N/A
Main purpose of the role	
<ol style="list-style-type: none"> 1. Session Planning: To plan relevant, high-quality, structured, engaging and enjoyable sports and activities sessions for 5 to 12 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 Holiday Club. 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 create, 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 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 Holiday Club Manager of any concerns. 7. Registers: To take registers at the appropriate times during the day (Drop off, break times, lunch and pick up), always following protocol, in case any student is absent or goes missing, to ensure students' safety. 8. Excursions: To accompany a group of students on a trip or excursion, always following the schedule and all procedures and protocols, to ensure students' enjoyment, safety and well-being. 	

Operating Context

Bede's Holiday Club is an activities based camp for children aged 5-12. All children are welcome whether they are a Bede's student or attend another school. Our camp offers between four to six activities daily, ranging from sport, arts & crafts, team games, leisure activities and more.hey are a Bede's student or attend another school. Our camp offers between four to six activities daily, ranging from sport, arts & crafts, team games, leisure activities and more.

We are based at Bede's Prep School located on the Eastbourne seafront with access to some amazing facilities including a swimming pool, sports hall, theatre, astro, dance studio, cookery room and an art room. The aim of Holiday Club is to showcase the Prep school to the local community, as well as provide childcare to parents in Eastbourne and surrounding areas.

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, typically this will be the Holiday Club Manager. 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
Applicants with sport, cooking or art qualifications are welcomed	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 5-12	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		
Prior experience of working with children aged 5-12	D	A/I
Prior experience of creating lesson plans and risk assessments	D	A/I
Personal competencies and qualities		
Strong and demonstrable organisation skills.	E	I
Enthusiastic, energetic, sociable, reliable	E	A/I
Ability to take initiative, be proactive and ability to think ahead.	E	A/I
Strong behaviour management skills	E	A/I
Excellent communication, teamwork and leadership skills	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, up to 45 hour per week
- Casual Zero Hour contract
- Hours: 07:45 to 17:15 (Rota and hours may vary)
- Salary: £12.00 PH

Written by: Alexandria De Melo

Date: 18th September 2024