



JOB DESCRIPTION

Section 1: General Information

Position Title	Senior Camp Instructor	Section/Department	Day Camps
Reports To	Camp Manager	Date of Review	
Location/Site	Yateley Manor School	Employment Status	Zero Hours – between 40 – 45 hours per week anticipated

Section 2: Job Description

Position Purpose	<p>The Senior Instructor’s role is to lead on the delivery of safe, exciting activities to children between the ages of 4 – 13. As a Senior Instructor, you will be required to display great reliability and time keeping skills, as well as having lots of energy to engage children in a variety of pre-determined activities. You will be able to build great relationships with the children and staff on site to inspire those that you work with.</p> <p>You will be responsible for working alongside other instructors to help improve their delivery, supporting them in building their confidence to deliver engaging sessions and by modelling the traits and behaviours required to be a great instructor.</p> <p>You will also have face-to-face interaction with parents from time to time during sign in and sign out at the start and end of each day.</p>
Key Responsibilities	<ul style="list-style-type: none"> Leading on sign in and sign out duty to ensure all children are welcomed warmly and safely into camp with an exciting activity to jump straight into Setting up activities ahead of each session which will impress and inspire children upon their arrival. Leading by example and supporting less experienced staff to develop their skills and abilities in becoming a high performing instructor.

	<ul style="list-style-type: none"> • Using the camp activity manual to deliver sessions to the camp’s standard, while displaying great levels of energy and engagement with children to bring each session to life. • Thinking on your feet and displaying creativity in adjusting sessions where needed to keep children engaged. • Transporting children around the camp safely. • Using risk assessments effectively throughout the day to maintain high levels of safety for yourself and others. • Reporting any safeguarding concerns as they arise through the appropriate channels. • Organising snack times and supporting with lunchtime supervision, ensuring all children are eating safely while promoting high standards of food hygiene. • Implementing effective behaviour management strategies to ensure all children and staff at camp have a safe and enjoyable experience. • Adhering to all camp policies & procedures. • Attending all training sessions and induction days as required by the camp.
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Minimum level 2 safeguarding (training can be provided) 	<ul style="list-style-type: none"> • Paediatric First Aid (training can be provided for the right candidate) • Childcare-related qualification
Experience	<ul style="list-style-type: none"> • Working with children, ideally in an education or out of school hours setting • Delivering engaging activities to children • Experience in leading or managing individuals or small groups within the workplace 	<ul style="list-style-type: none"> • Knowledge of issues related to safeguarding
Knowledge	<ul style="list-style-type: none"> • Maintain a good understanding of safeguarding and current safeguarding-related issues 	<ul style="list-style-type: none"> • Understanding of the latest guidance from regulatory bodies such as Ofsted

Skills and Abilities	<ul style="list-style-type: none"> • Able to remain calm during busy times 	
Work-related Personal Qualities/Behaviors	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm 	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development 	

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: _____

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name: _____

(Please print)

Line Manager Signature: _____ Date: _____