

Job Description



Job Title:	Camp Leader	
Department:	Enterprise	
Business Unit:	Operations	
Line Manager:	Head of Enterprise	
Job Purpose:		
<p>The Camp Leader is responsible for the successful delivery of the XXX holiday camp through the design and delivery of an engaging and age appropriate XXX camp for children of varying ages and abilities.</p> <p>They will be responsible for developing the full camp programme and content, including detailed lesson plans, while ensuring the safety and welfare of all participating children.</p> <p>The role involves leading and managing a team of practitioners and assistants, liaising with our Enterprise Team regarding camp bookings, and ordering all necessary resources and materials required for the specific camp.</p>		
Main Responsibilities:		
1	<p>Programme design and development</p> <ul style="list-style-type: none"> Using their skills and knowledge to develop and implement educational, engaging and age-appropriate daily and weekly programme schedules, activities and themes in line with the camp's objectives and participant needs. Create an effective, fun learning environment that develops children's skills and nurtures their achievement by ensuring engagement and building confidence in a low-stress setting. Create detailed activity plans, considering learning outcomes, resource requirements and safety protocols. Plan and source, through the School and within a set budget, any necessary materials and equipment for planned activities. Continuously evaluate programme effectiveness and analyse surveys and feedback, make adjustments as needed to enhance participant engagement and learning. 	20%
2	Programme delivery and facilitation	60%

	<ul style="list-style-type: none"> ● Lead and facilitate a wide range of camp activities, ensuring they are delivered in a fun, safe and engaging manner with responsibility for all children attending the camp. ● Adapt activities to meet the diverse needs and abilities of participants, ensuring every child feels included and challenged. ● Be the main point of contact for parents and carers during the camp, communicating effectively both in person and on the phone. This includes providing positive feedback, addressing concerns, and promptly resolving any issues that may arise. ● Ensure the supervision of all children during activities, breaks and meal times, ensuring adherence to the camp's safety protocols and behavioural guidelines. ● Actively participate alongside participants, fostering a positive and inclusive group dynamic ● Ensure the smooth and timely execution of the daily programme 	
3	<p>Team Leadership</p> <ul style="list-style-type: none"> ● Lead, mentor and motivate a team of 1 - 2 camp practitioners and 1 - 2 assistants. ● Responsible for up to 40 children per camp. ● Prior to the start of the camp, undertake administration and preparation, communicating with team, organising resources. ● Delegate tasks and responsibilities effectively, providing clear guidance and support ● Conduct regular team meetings to communicate information, address concerns and foster teamwork ● Ensure team members adhere to all camp and school policies, procedures, safeguarding and health and safety polices. 	10%
4	<p>Safeguarding and Child Protection</p> <p>Responsible for upholding the School's safeguarding procedures and polices and ensure the welfare of all pupils at all times throughout the camp.</p> <p>Ensuring that camp staff are familiar with procedures and policies and ensuring that all concerns are reported to the Camp Leader in the first instance.</p> <p>Passing on any concerns about any participants to the School's Child Protection Officer.</p>	5%
5	<p>Health and Safety</p> <ul style="list-style-type: none"> ● To familiarise yourself with Health & Safety policies and procedures, including risk assessments and safe methods of work specific to your department ● Maintain accurate records of incidents including Accidents and Near Miss reports ensuring. ● Work with the Enterprise Team and HR to ensure that all Camp Practitioners and Camp Assistants have completed all mandatory training prior to the start of the camp. ● Ensure that you are aware of all children and young people attending the camp with medical needs, medication requirements, allergies and 	5%

	conditions and that you adjust activities as required to ensure their safety.	
6	<p>Administrative Tasks</p> <ul style="list-style-type: none"> • Manage all administrative duties during the camp, including sign in and sign out procedures, staff rotas and changes to the timetable. • Liaise with the Enterprise Team throughout the camp with any updates to timings, participants and issues during the camp. • Contribute to end of camp reports and evaluations. 	5%
Key Contacts and Working Relationships:		
<p>Internal:</p> <ul style="list-style-type: none"> Head of Enterprise Enterprise Operations Coordinator Relevant internal departments eg GWC Department of camp subject Camp Practitioners Camp Assistants <p>External</p> <ul style="list-style-type: none"> Parents and carers of participants 		
Planning and Organising:		
<ul style="list-style-type: none"> • Plan and deliver to ensure the smooth and effective running of holiday camps • Planning and sourcing materials and resources required for camp activities within agreed budgets • Working with holiday camp staff to ensure learning spaces and materials are organised each day 		
Problem Solving and Decision Making:		
<ul style="list-style-type: none"> • Manage challenges that come with running a dynamic holiday camp including children with diverse needs and abilities • Resolve routing problems in the delivery of holiday camps • Complex issues or problems should be reported to the Head of Enterprise 		
Resources and Requirements:		
<ul style="list-style-type: none"> • Supervising Camp Practitioner and Camp Leader • Leading groups of up to 40 children from ages P4 - S3 		

Knowledge, Skills and Experience:**Essential:**

- Proven experience in working with children and young people in a leadership or activity-based role
- Experience in designing and delivering engaging programmes or activities
- Degree qualification in area of specialism and/or teaching or childcare (or related qualification) with relevant subject specific experience
- Knowledge and experience of Child Protection and Safeguarding
- Strong leadership, communication and interpersonal skills
- Strong organisational skills
- Team player with excellent communication and collaboration skills
- Passion for education and working with young learners
- Commitment to creating an inclusive and encouraging learning environment
- IT skills including Google / Microsoft

Desirable:

- Experience working in summer camps or extracurricular programmes
- First Aid Qualification

