

# Job Description



<b>Job Title:</b>	Camp Practitioner	
<b>Department:</b>	Enterprise	
<b>Business Unit:</b>	Operations	
<b>Line Manager:</b>	Camp Leader	
<b>Job Purpose:</b>		
<p>To deliver fun, engaging and inclusive holiday camp programme(s) that have been designed by the Camp Leader, to children and young people of varying ages and abilities.</p> <p>The roleholder will be able to confidently utilise the prepared activity and lesson plans, whilst drawing on their own knowledge and expertise in the camp subject, to deliver engaging and educational activities, adapting the programme to suit each child’s needs and abilities, as required.</p> <p>The roleholder will assume responsibility for delivering the camp activities in the absence of the Camp Leader, and ensure that they always represent GWC holiday camps in a positive and professional way at all times.</p>		
<b>Main Responsibilities:</b>		
1	<p><b>Holiday Camp Delivery</b></p> <p>To deliver fun, engaging and inclusive holiday camp lessons and activities to mixed ability pupils from P4-S3 using the lesson and activity plans, resources and content designed by the Camp Leader.</p> <p>To ensure a safe, supportive, and stimulating environment for all holiday camp participants, supervising and engaging with the children throughout the day to make sure that each child feels welcome and included.</p> <p>To foster positive relationships with all camp participants and colleagues, encouraging teamwork, creativity and social interaction, and acting as a positive role model for the camp subject.</p> <p>To undertake other general duties to support the smooth operation of the holiday camp, including registration and sign-out procedures, supervising break and lunchtimes, attending team meetings, communicating with parents/carers, and any other reasonable duties requested by the Camp Leader or School’s management.</p>	70%

2	<p><b>Holiday Camp Set up and Preparation</b></p> <p>To collaborate with the Camp Leader, other Practitioners and Assistants to create a cohesive and exciting week long programme, including supporting the preparation of daily resources and materials.</p> <p>To work with Holiday Camp colleagues to set up the learning/activity areas at the start of the programme, tidy and prepare the learning spaces at the beginning and end of each day, and return the camp area to the School in a clean and satisfactory condition at the end of the holiday camp.</p>	20%
3	<p><b>Wellbeing, Safeguarding and Child Protection</b></p> <p>To support the general physical and emotional wellbeing needs of the individual children attending camps, as well as managing behaviour in a positive and constructive way.</p> <p>To uphold the School's safeguarding procedures and policies and ensure the welfare of the children attending camps at all times.</p> <p>To pass on any child protection concerns relating to camp participants to the School's Child Protection Officer/Camp Leader.</p>	5%
4	<p><b>Health and Safety</b></p> <p>To ensure familiarity with the School's Health &amp; Safety policies and procedures, including risk assessments and safe methods of work specific to the camp department, including supporting the children in the safe use of resources or equipment.</p> <p>To immediately report any Health and Safety concerns, including any accidents or "near misses" to the Camp Leader.</p>	5%

#### **Key Contacts and Working Relationships:**

- Holiday Camp Leader
- Other Holiday Camp Practitioners and Assistants
- Relevant internal departments of the School e.g. GWC Subject Departments, the Enterprise Team, Reception, Property and Estates colleagues
- Children attending the camps, along with their parents and carers

Effective, friendly and professional communication with all key contacts is extremely important, to ensure the smooth operation of the Camp and to help foster its positive and inclusive environment.

#### **Planning and Organising:**

Working with the Holiday Camp Leader, the Camp Practitioner will ensure the smooth and effective running of the holiday camp.

Along with all Camp colleagues, they will ensure that the learning and activity spaces and all necessary materials and resources are organised each day.

The Camp Practitioner will plan parts of their own daily and weekly workload, depending on the

activity schedule they have been set, which may include a mixture of proactive and reactive tasks.

The Camp Practitioner will be able to manage their own time efficiently.

### **Problem Solving and Decision Making:**

The Camp Practitioner will be able to make quick, well-informed and independent decisions about day-to-day and operational issues associated with the delivery of the camp activities, based on their own experience and knowledge, but with an understanding of when to seek advice from the Camp Leader (i.e. in relation to more complex problems).

They will need to be flexible should activities need to change in a reactive manner.

Occasionally, the Camp Practitioner may encounter challenging behaviour (e.g. an upset or frustrated child, an angry or concerned parent) and will therefore need to be able to deal with the situation calmly, sensitively and professionally, escalating the issue to the Camp Leader, where required.

### **Resources and Requirements:**

- No line management or budgetary responsibilities
- Leading and supporting a group of up to 40 children, under the overall supervision of the Camp Leader
- Jointly responsible for ensuring daily resources and materials for the camp are available, correctly stored, maintained, and replenished, as required.

### **Knowledge, Skills and Experience:**

#### **Essential:**

- Previous experience of working with children and young people
- Previous experience and knowledge of the relevant camp subject area (e.g. Art, Drama, STEM, Music etc)
- Qualified or currently working towards qualification in childcare, education, and/or the relevant subject area e.g. diploma/degree level
- Ability to plan and deliver fun and structured activity and learning sessions
- Flexibility and adaptability needed to work with children of differing ages and ability (from P4 - S3)
- Excellent verbal and written communication skills
- Collaborative approach and excellent team player
- Passion for education and working with young learners
- Commitment to creating an inclusive and encouraging learning environment

#### **Desirable:**

- Experience working in summer camps or extracurricular programmes
- IT Skills including Google Suite and Microsoft Office
- First Aid qualification
- Knowledge and understanding of safeguarding and child protection and Health & Safety