



Job Description

Job title Summer Camp Deputy Leader

Hours: 7.30am – 6.00pm

Line manager: Summer Camp Leaders

Line Management: Summer Camp Group Leaders, Group Assistants & Camp Administrator

Salary: Daily rate £180.00

Title	Summer Camp Deputy Leader
Job Purpose	A 2 year commitment, with on the job training during our 2024 Camp, with the aim to take up substantive Camp Leadership in 2025 to ensure the successful delivery of the camp experience, bridging leadership and supervisory initiatives with the care and facilitation of all aspects of the camp day.

Key Responsibilities

The following responsibilities will be led by the Summer Camp Leaders in the first instance during 2024. During 2024, this role will shadow our existing, highly experienced Camp Leaders who will provide the requisite training and coaching to enable the successful candidate to carry this out the role autonomously in 2025.

- Provide strategic direction regarding the Camp offering in all areas including personnel, premises, financial and operational matters before, during and after launch of the annual product offering.
- Ensure the operational structure of Camp can support the aims of Camp including the establishment of daily themes and available resources.
- Ensure the Camp staff team have the ability to work effectively with peers, manage communication with diverse stakeholders, as well as facilitate peer-to-peer problem solving and conflict resolution in conjunction with recognised Lumen policies and procedures.
- Contribute to the evaluation of each Camp by gathering feedback and identifying trends and issues to ensure future product offerings are outstanding for children as well as financially viable.
- Ensure resources are used effectively and flexibly as well as the achievement of targets and objectives on time and within budget.
- Promotion of the Lumen Summer Camp with Heads to increase the profile of Camp within local staffing teams, thereby increasing staff engagement in the recruitment process.
- Overall responsibility for the safety and wellbeing of all stakeholders at Camp, leading on safeguarding and child protection matters, ensuring that any remedial action is taken immediately.

In addition to the key deliverables and strategic leadership, this role includes:

Operations

- Ensure the safe arrival and dismissal of all children to and from Camp, including those arriving by minibus.
- Meet & Greet Parents in the morning in line with registering/signing children in to camp.
- Ensure prompt communication with parents and stakeholders through Summer Camp email and mobile phone.
- Give feedback to parents.
- Plan all daily activities and ensure relevant resources are available.
- Delegate tasks and create staff rotas, including minibus drivers and lifeguard/swimming instructor.
- Ensure staff breaks and lunchtimes are planned for and suitably covered.
- Ensure protocol regarding behaviour management and special needs is adhered to at all times by all staff members.
- Ensure all Health & Safety checks and processes are completed (e.g. risk assessments, fire evacuation, accident forms, incident forms, etc.)
- Create and share daily registers and supporting documents, sharing these with relevant staff to ensure the wellbeing and safety of all children at Camp, and adherence to Lumen safeguarding policies & procedures.
- Decision-maker in emergency situations.
- Manage the inventory of Camp resources and supplies.
- Liaise with the host school to ensure a safe and comfortable Camp experience, ensuring this is not to the detriment of the host school's new academic year planning.

Personnel

- Empower and motivate the Camp staff team to deliver daily activities safely and effectively through the application and development of their skills related to working with children
- Observe staff and give feedback during activity sessions.
- Mentor & model best practice with the Camp staff team.
- Be aware of staff ratios at all times.
- Assist with the recruitment of staff members leading up to the start of Camp. This includes:
 - Review and advise on the suitability of staff for Camp roles.
 - Shortlisting applicants.
 - Conducting interviews of external candidates as required.
 - Agree offers of employment.
 - Review the proposed Camp staffing rota, ensuring no gaps in provision.

Site & premises

- Overall responsibility for the care, cleanliness, and security of the host school used.
- Adherence to all Health & Safety protocol and completion of related documentation.
- Liaison with premises team and external cleaning contractors to ensure all pertinent matters are dealt with quickly and effectively.

ICT

- Full working knowledge of the online booking management system used by Camp.
- Full working knowledge of the Lumen Summer Camp website and affiliated social media channels.
- Maintain regular contact with the Summer Camp email account to understand time sensitive priorities of Camp.

Communication

- First point of contact for families, establishing an effective and positive rapport and keeping them informed about concerns affecting their child.
- Communicate clearly, honestly and respectfully with all stakeholders at all times.
- Communicate with staff throughout the day, gathering and sharing relevant updates regarding children (i.e. adjusted collection and arrival times, individual wellbeing, etc.)
- Create a nurturing, positive and professional environment while promoting Camp policies and procedures amongst stakeholders.
- Gather feedback from parents as part of the evaluation of the effectiveness of Camp.
- Responsibility for ensuring all Camp communication channels are regularly updated including the Camp daily diary and photo galleries on the Camp website as well as the Camp's social media channel (Facebook).
- Lead daily staff meetings with the Camp team.

General

- Displays natural authority with a calm, competent leadership style.
- Excellent judgement and conviction in decision-making.
- Knowledge of Lumen and external health and safety, emergency and child safeguarding protocols.
- Staff line management and professional development experience desirable.
- Positive relationship management with external stakeholders.
- Able to plan and organise self and others effectively.
- Recognises and takes account of the diversity of the Camp community.
- Personally resilient.
- Is a creative problem-solver.
- Able to build relationships with parents and carers from a wide variety of backgrounds in a way that does not compromise the professional relationship between Camp and home.
- Open to constructive feedback from parents and able to share this appropriately with staff to support the ongoing development and improvement of the Summer Camp offer.
- Employs a considered thinking process when reflecting on the effective running of Camp and necessary adjustments to provision.
- Works collaboratively with other Camp Leaders to ensure the effective leadership of the Camp.
- Fully understands, respects and works within the expectations regarding professional confidentiality.

LLT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Terms of Employment

All offers of employment are subject to Lumen Learning Trust normal policies and procedures.