



Job Description

Job title Summer Camp Group Assistant

Hours: 7.45am – 5.30pm

Line manager: Summer Camp Leaders

Line Management: n/a

Salary: Daily rate £115.00

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| Title | Summer Camp Group Assistant |
| Job Purpose | Assisting Group Leaders in delivering activities for children aged 3-11 years which can include, multi sports, games, arts & craft, downtime and structured play. |

Key Responsibilities

Whilst this role is designed to be flexible, reacting to the varying needs of Camp, it is anticipated that the Group Assistant will likely predominantly support our Early Years children.

- Act as an integral member of summer camp staff team.
- Take instruction from Group Leaders on how to support activities effectively and safely.
- Be expected to move freely between child groupings, as guided by Camp Leaders, each day depending on booking levels and needs.
- Demonstrate initiative in supporting groups and/or individual children as required to ensure the smooth and successful running of an activity.
- Work with Group Leaders to ensure adequate support is in place for groups at all times (working within relevant ratios for the broad age range supported at Camp).
- Communicate clearly, honestly and respectfully with staff, children and parents.
- Ensure the Summer Camp behaviour management policy is followed by all children.
- Ensure activities are age and ability appropriate and are using the equipment and space safely.
- Ensure activity areas and walkways/access points are clear and safe for parents, staff & children.
- Ensure first aid is administered effectively, completing H & S documentation (Accident Forms, Incident Forms, etc.) where required.
- Ensure safeguarding processes are followed in line with Lumen policy & procedures.
- Assist children with personal care, including toileting and other associated welfare duties.
- Supervise children while they are eating during snack breaks/lunchtime effectively and support children where required
- Ensure the care and cleanliness of the Camp site is maintained, leaving activity zones tidy at all times including as part of end of day routines as well the areas not administered by the end of week contract cleaners – sweeping floor, wiping tables, etc.
- Ensuring children are suitably dressed for activities and weather conditions.
- Ensure children have access to drinking water at all times.

General

- Work as a positive team player, demonstrating mutual respect and integrity.
- Able to work at a fast pace, multi-task and prioritise on a daily basis.
- Good judgment and a strong moral and ethical code.
- Participate in all required training both before the commencement of Camp and during.
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity;
- Ability to be flexible, creative and adaptable to situations
- Positively support Camp Activity Leaders and contribute to new ideas and areas for improvement to the overall Camp experience for children.
- 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.