



Job Description

Title: Activity Group Leader

Overview

Reporting to the Manager, you are responsible for assisting with the planning, preparing and delivering of quality play opportunities within a safe and caring environment, and for leading and supervising a team of Play Practitioners. To deputise for the manager as and when required.

Specific responsibilities

- To lead a team of practitioners and to ensure good practice at all times, including helping the manager with team induction and supervision.
- Assist with team development and training.
- Assist in the provision of creative, fun and stimulating activities which encourage imagination, independence and self-motivation; including consulting with children and involving them in planning activities, and setting up the play space, furniture and play equipment.
- Support the development and delivery of activities in a way that is respectful and mindful of the different cultures, religious backgrounds and stages of development of each child.
- Ensure you and the team provide comprehensive emotional and physical care for the children within the holiday club, including safeguarding and promoting the welfare of all children.
- Assist with the domestic management of the holiday club, including ensuring that the environment is kept safe, secure and clean at all times, and assisting with the preparation of snacks, meals, and drinks.
- Ensure that hygiene, health and safety standards are met, including administering first aid when necessary, assisting with toileting, changing clothes, providing comfort to an upset or poorly child, and timely reporting of any accidents.
- Help with club administration, where necessary, respecting the confidentiality of information received.
- Facilitate good communication with all members of the team, parents, and other carers associated with the children.
- Work within the framework of the club's policies and procedures.

This is not meant to be an exhaustive list of duties. The need for flexibility is required and the job holder is expected to carry out any other related duties as required and in keeping with the needs of a small business.

This job description will not form part of your contract.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• DBS checked or subscribed to the update service• Current Paediatric First Aid Certificate• Experience of working with 4 to 11 year olds• Relevant qualifications in work with children and young people (level 3 or equivalent)• Experience of leading teams and providing appropriate direction and supervision• Knowledge of child development, SEN, Safeguarding• Experience of working within a play-based setting• Appropriate child protection training• Understanding the varied needs of children and their families• Understanding the issues involved in the delivery of quality play care• Understanding the issues of equal opportunities• Creativity and imagination for game playing• Planning and organisational skills• Ability to work on own initiative• Good communication skills• Able to work as part of a team• Sound judgement and common sense• Sufficient understanding and use of English to ensure the well-being of the children*	<ul style="list-style-type: none">• Food Hygiene Certificate

* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017