



## **Early Years Group Leader Job Description**

**Hours of work:** 08:30 – 17:30

**Salary:** £421.52 – £628.71 salary per week dependant on age, internal/external experience, and qualifications.

*(February Half Term Contracts to be issued on 2023 wage level. 2024 wage level effective from 1st April.)*

**Reportable to:** Early Years Manager, Camp Manager, Area Manager and Central Office

*Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.*

### **EARLY YEARS GROUP LEADER DUTIES**

1. Ensure the Early Years Foundation Stages are implemented
2. Assist with the set up and maintain a suitable base room area that is inviting for the children whilst ensuring it is kept tidy and all equipment is packed away
3. Follow policies and procedures to make sure the children in your care will have fun in a safe environment
4. Follow the prepared activity timetable each day to make sure we deliver the variety of activity sessions that Barracudas promise
5. Work with other members of staff to deliver sessions
6. Be the children's Key Worker and manage the exchange of relevant information regarding their experiences at camp
7. Ensure that the needs of the children in your care are met with active supervision and attention throughout the day including breaks and lunch times
8. Use the resources available to plan and deliver a variety of activities with structure and enthusiasm that are age appropriate to the timetabled group
9. Encourage maximum participation of the children in the group whilst following OFSTED guidance
10. Get to know the children in your group as individuals – find out their interests and incorporate these into their day on camp
11. Take responsibility for general welfare and safeguarding
12. Ensure the safe use of equipment provided for your sessions
13. Facilitate children's development through Explore and Play sessions

### **REQUIREMENTS**

1. Be working towards or hold a relevant childcare qualification
2. Have knowledge and experience within the Early Years Foundation Stage
3. Be aged 18 or over by the start date of your contract
4. Be eligible to work in the UK
5. Provide satisfactory professional/academic references
6. Be enthusiastic, caring and organised with excellent communication skills and be able to use your initiative
7. Be able to adapt to effectively deal with unpredictable challenges within a childcare setting
8. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service



9. Attend a Virtual Assessment Event if you're new to Barracudas (*see staff room for dates*)
10. Complete Online Training annually
11. Attend Induction Training Day (this will most likely take place within the 7-day period before your camp opens)
12. Assist with pack up at the end of camp

#### **ADDITIONAL RESPONSIBILITIES**

1. Ensure that the company fulfils all its Health and Safety obligations by carefully following instructions and showing a proactive and diligent approach to all safety issues
2. Any activities that you organise and deliver must be appropriate for the children in your care within the scope of your qualifications, skills, and knowledge
3. Encourage the children to take part in new activities and ensure the activity programme is as directed on the timetable
4. Ensure the children under your supervision behave in a safe manner. Always know the children's whereabouts, respect them as individuals and communicate with them daily about codes of behaviour
5. Carefully follow all camp systems, including registration and collection procedures, Health and Safety systems and all guidelines on good practice in child welfare whilst supporting your colleagues to do the same
6. Be a positive role model to the children in your care by promoting a healthy lifestyle, good hygiene precautions and always considering their welfare
7. Report any concerns regarding Child Protection to your Senior Team or a Designated Person at the Central Office
8. Make reasonable adjustments to accommodate and understand the requirements of children in your group who may have additional needs (including dietary needs) or a medical condition
9. Pending staff availability, you may be required to deliver Skills Builder sessions
10. All staff may be required to support a swimming session – you'll need to bring swimwear and a spare t-shirt will be available at camp
11. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

*Barracudas are committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).*