



### **Senior Sports Instructor Job Description**

**Hours:** 07:30-17:30, Monday-Friday (*Total hours will not exceed 45 hours per week*)

**Salary:** £585.57 - £689.37 salary per week dependant on age, internal/external experience, qualifications and camp size.

*(February Half Term Contracts to be issued on 2024 wage level. 2025 wage level effective from 1st April.)*

**Reportable to:** 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*

### **SENIOR SPORTS INSTRUCTOR DUTIES**

1. Support/deliver Induction Training and oversee the Set-Up days ahead of Camp
2. Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
3. Enforce Health and Safety regulations to ensure a safe environment
4. Organise a varied timetable for Camp which contains appropriate activities for the different ages, plus use of all equipment
5. Coordinate the Early and Late Club sessions. (As SSI, you're responsible for staffing and timetabling activities for these clubs)
6. Update and communicate with Area Managers and Central Office on a daily/weekly basis
7. Use your sporting knowledge to guide staff with delivery techniques, ensure safety for children & staff, and enhance the activities with appropriate equipment
8. Demonstrate new activities to General Staff members to ensure their confidence in delivery
9. Timetable Skill Builders courses and ensure the content is being followed correctly.
10. Oversee paperwork with Specialist Instructors: Multi-Activity, Fencing+, and Lifeguards
11. Liaise with parents and guardians
12. Ensure site and Baserooms kept tidy, and all ensure equipment packed away appropriately
13. Assess and review staff performance for end of season evaluations

### **REQUIREMENTS**

1. Attend compulsory Senior Training events (*see contract for further details*).
2. Sporting experience, Coaching experience (*ideally with children*) and/or leading a team
3. Experience using Microsoft Excel/Word and have knowledge of Office 365
4. Be eligible to work in the UK
5. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
6. Provide satisfactory professional/academic references
7. Attend and deliver Induction Training Day(s) (this will most likely take place within the 7-day period before your camp opens)
8. Barracudas Multi Activity qualification is desirable (you will be contacted to discuss this further)
9. Complete Online Training annually
10. Coordinate pack up at the end of camp



11. Barracudas aim for a minimum of 1/2 seniors to be Paediatric First Aid trained, this is variable dependent on the size of the camp

#### **ADDITIONAL RESPONSIBILITIES**

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Be proactive and diligent when approaching safety issues
3. Prepare for Induction training using relevant manuals
4. Complete a staff evaluation for each member of staff at the end of their contract
5. Report Child Protection concerns to a Designated Person at Central Office
6. Ensure staff are aware of any children who have additional, medical, or dietary needs (*May need to assist with making reasonable adjustments*)
7. Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
8. Bring swimwear daily as may be required to support a swimming session.
9. The SSI role will depend on the number of children on camp. The SSI will be included in ratio if numbers do not exceed the set criteria. Central Office will notify staff directly if this is applicable
10. 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 is 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.*