



# Orwell Park School

Job Title: Activity Instructor

Reports to: Camp Director

Date completed: 2 April 2024

## Main Purpose

1. To supervise and coordinate a group of children (aged 7-13) in activities, such as sport, swimming, games, arts and craft, bushcraft, assault course, golf, and much more.
2. If residential, additional duties such as boarding supervision will be required.
3. All staff must have an overriding responsibility for the student's welfare and safety at all times during the course including times outside the normal duty rota.

## Welfare and Pastoral responsibilities

1. To have read and understood the School policies concerning pastoral care and the protection of children set out in the Staff Handbook.
2. To maintain student safety as a top priority and follow the School guidelines on Health and Safety contained in the Staff Handbook.
3. To be diligent in carrying out supervisory duties according to the guidelines in the Staff Handbook.
4. To take on the role and responsibilities of a night duty warden as described in the Staff Handbook.
5. To carry out a number of overnight duties throughout the course.
6. To wear the IDs and Summer School clothing when on du

## Personal Specification

### Essential

1. Strong leadership skills with the ability to inspire and motivate young children and teenagers.
2. Excellent communication and interpersonal skills.
3. Ability to work effectively both independently and as part of a team.
4. A genuine passion for working with children and creating memorable summer camp experiences.

### Desirable

5. Previous experience working with children in a camp, school, or recreational setting is highly desirable.
6. First Aid and CPR certification preferred (training can be provided).
7. We are especially interested in hearing from candidates with experience or interest in any of the following areas:
  - Multi-sports – Cricket, badminton, Basketball, Squash and Football

- Art and design
- Bushcraft
- Golf and Footgolf
- Performing arts – dance, drama and music
- Lifeguarding – holding a National Pool Lifeguard Qualification (NPLQ)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Headmaster.

April 2024