

Head of Groups - Job Description

Post Title:	Head of Groups
Rate of Pay:	£550 per week + £100 for attending staff training
Responsible to:	Camp Director
Responsible for:	The safe and effective delivery of the camp programme.
Purpose of job:	Provide pastoral care for all campers and co-ordinate all general staff on campus. Ensure safe and effective delivery of the camp programme.

Responsibilities:

1. Assist in staff training sessions as required:
 - To develop and update training information as required e.g. PowerPoint slides and written handouts
 - To deliver training sessions to staff prior to camp
2. To provide a beneficial and caring experience for children. Ensure that all activities (lifestyle, social and activity) are:
 - Developmentally appropriate.
 - Planned, punctual and effectively delivered, in a progressive manner. They should also consider the needs of the campers in the group.
 - Inclusive, fun and enjoyable experience for all campers and fellow staff.
 - Varied for the campers, utilising a range of skills, activities, and approaches to the delivery of the sessions.
 - Providing campers with opportunities to be engaged in the sessions, support physical activity leaders and lifestyle leaders to develop their skills to deliver the sessions effectively and inclusively.
 - Designed to support campers so they feel empowered to undertake activity themselves following the camp.
3. Supervision of staff and volunteers
 - Direct Supervision of Group Leaders and delivery staff to ensure effective operational delivery of all camp activities.
 - Oversee the quality of the delivery team (staff and volunteers), conduct weekly evaluations and coach the staff to continually develop their performance.
 - Guide and coach group leaders on their communication to campers, parents and other staff members.
 - Co-ordinate with the central office team.

- Communicate with camp staff using a daily group leaders meeting and a weekly camp staff meeting.
4. Pastoral care and parent feedback
 - Ensure the provision of effective pastoral care within the groups.
 - Ensure effective communication with parents on their camper's progress.
 5. Ensure the smooth running of the programme
 - Ensure high quality delivery of the Camp Curriculum and the associated assessment/learning outcomes of all sessions.
 - Organise staff "days off" and evening "on duty" days off for staff.
 6. Governance (Policies and Procedures)
 - Ensure safe and effective practise and that all Governance Policies and Procedures are adhered to and the risk is minimised for children, staff and visitors to camp especially Information Governance, Health and Safety, Risk Assessment and Safeguarding.
 - Ensure all staff, volunteers and visitors are fully aware of the incident management procedures e.g. fire, accident and emergency procedures.
 - Ensure the availability of accurate information on campers attending camp (for governance purposes).
 - Ensure all campers are picked up and delivered during arrivals and departures on camp (**This is an issue of utmost importance**)
 - Ensure all medication is safely held and dispensed appropriately by the Group Leader.
 - Ensure appropriate completion of the accident and incident reporting procedures.
 - Ensure campers are not left unsupervised at inappropriate times.
 - Ensure appropriate staff coverage of all camp activities.
 - Establish, communicate and maintain the camp code of conduct. Ensure all camp participants (campers and staff) adhere to the camp code of conduct.
 - To ensure best practice use of all equipment by campers and staff.
 7. Ensure all safeguarding issues are dealt with according to the guidelines within the staff handbook or from the MoreLife central team. Ensure confidentiality of these issues.
 8. Accompany Visitors on site, offering guidance and support where appropriate.
 9. Liaise with local site staff to ensure effective delivery of the programme.
 10. Ensure the effective administration of the camp programme, including the maintenance of all records, and adherence to all practices, procedures, monitoring and reporting.
 11. Liaison with MoreLife marketing and PR and the media.

Health and safety: To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the campers in your care.

There is a no smoking and drinking of alcohol policy in force for the duration of the camp.

Equal Opportunities: Post holders must at all times carry out their responsibilities with due regard to MoreLife's equal opportunities policy.

**Head of Lower
Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	A relevant degree in any of the following: Education, Physical Education, Sport & Exercise, Psychology, Nutrition, Child Development or a related field		Application
EXPERIENCE	<p>Experience managing a team of staff</p> <p>Experience supervising the delivery of physical activity and education to children</p> <p>Experience in organising and timetabling activities</p>	<p>Experience supervising the delivery of physical activity and education to children within an obesity treatment setting</p> <p>Experience in programme management</p> <p>Experience in supervising a high level of pastoral care in a residential environment</p> <p>Experience managing budgets</p>	Application and Interview
SPECIAL ATTRIBUTES	<p>Ability to meet targets</p> <p>Ability to use initiative</p> <p>Coaching skills</p> <p>Be able to work under pressure</p> <p>Ability to work effectively as a team leader</p> <p>Strong organisational skills</p> <p>Ability to delegate and manage tasks and team members</p> <p>Excellent verbal and written communication skills</p>		Application and Interview