

Job Description

Group Leader

Reports to: Senior Instructors

Salary: National Minimum Wage

Hours: 38 hours per week - averaged

Location: Mill on the Brue

Contract: July/ August

Level of disclosure check: Enhanced

Must be at least 19 years of age

Main purpose of post:

To assist the Operations team in the smooth running of our Summer unaccompanied children camps (8 – 15 years). Group Leaders are also expected to help in the maintenance of activity equipment and in the upkeep of activity site areas.

Key Tasks:

1. Support instructors in activity sessions including evening activities and overnight camping
2. Pastoral care of children/ young people aged 8 – 15 years
3. Undertake bed duties and overnight supervision
4. Coach escorts
5. Serve in the tuck shop
6. Supervise children during mealtimes and when given free time
7. Run evening activities
8. Assist with Day Visits throughout the Summer when not on residential weeks
9. Attend morning and evening meetings
10. Assist in the preparation of the site for new groups and other events.
11. Adhere to safeguarding practices
12. Liaise with Head of Operations regarding faults with equipment
13. Ensure that any complaints are passed onto the Senior Instructor in charge of Individuals or Head of Operations
14. Ensure the completion of reports and evidence gathering of incidents where involved.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder. Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. A disclosure check will be sought in relation to the successful applicant for this post. This will be shared with HR and may also be shared with the Directors and Head of Operations.