



Candidate Information

Position:	Summer Scheme Team Leader
School/Department:	Queen's Sport
Reference:	19/107412
Closing Date:	Monday 29 April 2019
Salary:	£9.98 per hour
Anticipated Interview Date:	Monday 13 and Tuesday 14 May 2019
Duration:	24th June until 15th August 2019

JOB PURPOSE:

We are currently recruiting for a number of Team Leaders to work for 8-week period from the 24th June. The post holders will assist in the co-ordination and delivery of a programme of supervised indoor and outdoor activities, across a variety of sporting and non-sporting themes.

MAJOR DUTIES:

1. Assist the Co-ordinator as required in planning and implementing a programme of supervised indoor and outdoor activities, across a variety of sporting and non-sporting themes.
2. To assist with the supervision of Activity Leaders and casual coaches in delivering safe, progressive and enjoyable activities suitable for children of all ages and abilities.
3. Be the first point of contact for enquiries from parents and ensure all incidents and accidents are recorded and reported to summer scheme co-ordinator on a daily basis.
4. Assist in the supervision of the children participating in the scheme, overseeing the general safety and behaviour of the children by directing and supervising activities to prevent injury, misuse and damages to facilities or equipment.
5. To undertake training relevant to the post.
6. Any other relevant duties as may be required for the period of the summer scheme.
7. To carry out duties in a way as to enhance and protect the reputation and profile of the Queen's Sport.

Planning and Organising:

1. Assist with co-ordination of a 7-week programme of sporting and non-sporting activity.
2. Plan weekly work programmes for team of 4 Activity Leaders.
3. Plan and organise sporting and non-sporting activities for group of children on a daily / weekly basis.

Resource Management Responsibilities:

1. Manage work programme of 4 Activity Leaders on a weekly basis.
2. Facilitate weekly meetings with Activity Leaders.
3. Responsible for health, safety and well being of approximately 40 children on a daily basis with activity leaders.
4. Assist with management of inventory.

Internal and External Relationships:

1. Liaise with Co-ordinator on a daily basis.
2. Liaise with parents on a daily basis.
3. Liaise with administrative and operational staff within Queen's Sport on a regular basis.

ESSENTIAL CRITERIA:

1. A minimum of 5 GCSEs (Grade C or above) or equivalent, including English Language and a mathematical based subject.
2. Previous experience as an Activity Leader for a minimum period of four months within the last two years OR as a Team Leader for a minimum period of two months within the last year in other sporting or non sporting initiatives for children.

3. Recent involvement in working with children (full-time or part-time) for a minimum period of six months (within the last 2 years).
4. Ability to respond clearly to direction.
5. Ability to provide clear direction and guidance.
6. Sporting or cultural interests.
7. Good organisational and motivational skills.
8. Demonstrate good communication skills.
9. Neat and tidy appearance.
10. Customer oriented.
11. Ability to use initiative and work unaccompanied.
12. Desire to contribute and demonstrate commitment to team.
13. Ability to work flexible hours.
14. Available 25 June – 17 August 2019 (inclusive to include staff training).

DESIRABLE CRITERIA:

1. A sports leader award or coaching award in any sport.
2. Be a qualified school teacher with a minimum of one year's teaching experience within the previous five years.
3. First Aid qualification.
4. Previous experience of supervising staff in a children's scheme or other sporting initiative.
5. Hold a current valid driving licence and have use of a car during the scheme.