



Candidate Information

Position:	Summer Scheme Team Leader
School/Department:	Queen's Sport
Reference:	21/108783
Closing Date:	Monday 3 May 2021
Salary:	£10.19 per hour
Anticipated Interview Date:	Tuesday 18, Wednesday 19 & Thursday 20 May 2021
Duration:	28th June until 20th August 2021 (inclusive to staff training)

JOB PURPOSE:

We are currently recruiting for a number of Team Leaders to work for 8-week period from the 28th 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 3 GCSEs (Grade C or above) or equivalent, including English Language and a mathematical based subject plus a teaching or coaching qualification in sport(s), physical education, or arts and crafts.

2. *Recent relevant experience of teaching or coaching children (paid or voluntary) on a part time basis for a minimum of 6 months OR 3 months experience of teaching children in a structured environment on a full time basis. Note that those whose experience is gained as part of a teaching qualification must demonstrate a minimum of 3 months i.e. 12 weeks experience within a classroom.
3. Ability to respond clearly to direction.
4. Sporting or cultural interests.
5. Demonstrate good communication skills.
6. Customer oriented.
7. Ability to use initiative and work unaccompanied.
8. Desire to contribute and demonstrate commitment to team.
9. Ability to work flexible hours.
10. Available 28 June – 20 August 2020 (inclusive to include staff training).

DESIRABLE CRITERIA:

1. Qualified Primary School Teacher.
2. Level 1 National Governing Body Coaching Award.
3. Current First Aid qualification.
4. Cleaning experience.
5. Experience in teaching/coaching swimming, rugby, Gaelic games, soccer, basketball, dance, netball, hockey or other activities.
6. Recent experience of working as an activity leader at a Summer Activity Scheme.
7. Recent experience of implementing safe sporting and non-sporting activities to young people following Covid guidelines within an education and/or sporting context.