

## **Candidate Information**

**Position:** Summer Scheme Activity Leader  
**School/Department:** Queen's Sport  
**Reference:** 21/108784  
**Closing Date:** Monday 3 May 2021  
**Salary:** £8.91 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:**

To deliver safe, progressive and enjoyable activities to children of all ages and abilities in the Queen's Sport Summer Activity.

### **MAJOR DUTIES:**

1. Assist the Co-ordinator and Team Leaders as required in planning and implementing a programme of activities that will include teaching/coaching a variety of sporting and non-sporting activities.
2. Assist in the supervision of the children participating in the scheme, overseeing the general safety and behaviour of the children and directing activities to prevent injury, misuse and damages to facilities or equipment.
3. Assemble and dismantle the equipment as required for use in activities.
4. Undertake training relevant to the post.
5. Any other relevant duties as may be required for the period of the summer scheme.
6. 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 planning and organising a weekly programme of sporting and non-sporting activity for 7 weeks.
2. Plan and organise coaching / instructional sessions on a daily basis.

### **Resource Management Responsibilities:**

1. Ensure the safety and well-being of children through the delivery of an enjoyable programme of sporting and non-sporting activity.
2. Responsible for set-up and take down of equipment required for programme delivery.

### **Internal and External Relationships:**

1. Liaise with parents on a daily basis.
2. Communicate / work effectively with Queen's Sport staff 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.