

JOB DESCRIPTION

Job Title:	Children's Activity Instructor
Department:	Resident Services
Division:	Environment and Streetscene
Business Unit	Leisure Services
Grade:	Flexible worker, £13.67 per hour
Responsible to:	Children's Activity Supervisor
Responsible for:	Half term and Holiday programs coordinator and Party Host

Main purpose of post

To ensure that all activities you are involved with, provide a quality, consistent and safe environment

- To provide equality of opportunity and ensure that every child is treated uniquely.
- To have a sound knowledge of dealing with safeguarding issues
- To ensure that all activities the centre provides met the expectations of the guardians and children.

Key Unit Accountabilities

- Working within a team you will create a structured safe environment for all children
- When required ensuring that Ofsted regulations are complied with under the direction of the Children's Activity Supervisor
- Safeguarding and the protection of children in all activities.

Principle Responsibilities:

- To comply with the commitments outlined in the 'Customer Charter', ensuring that standards are maintained as stipulated
- To ensure that all brand compliance is followed
- To follow the legal requirements in line with Ofsted legislation
- To ensure you follow all relevant administration procedures
- To ensure that every child is given equality of opportunity and they are all included and supported
- To ensure positive partnership working with guardians
- To ensure any care of over 8's, does not adversely affect the care of the under 8's
- To ensure all confidential records are securely stored and comply with data protection
- To ensure all areas and equipment are checked and cleaned as per the cleaning matrix
- To ensure you deal, log and report to the Children Activity Supervisor all safeguarding issues
- To ensure you have a sound understanding of Active Lambeth's Safeguarding Policy and Procedure
- To ensure that you undertake training relevant to your role
- To ensure you work as part of a team to deliver an enabling environment for children.

Personal Development:

- To ensure that all necessary qualifications for the post are maintained and renewed
- To ensure you attend safeguarding training, play scheme training and any other training relevant to the role.
- To attend as and when required centre meeting.

Other:

- To act in accordance with, and actively promote all Active Lambeth's policies and standards.
- To undertake any other duties commensurate with the post's level of responsibility
- To ensure that the children's activities are safe, structured and fun, these may include holiday play scheme, birthday parties, soft play and other children activities your centre provides.

PERSON SPECIFICATION

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	PQ1	A degree level qualification (or equivalent) in a relevant discipline and evidence of continuing professional development, or experience (two years) and evidence of professional development where no degree is held.	
Key Knowledge	K1	Appropriate professional qualifications or experience working with children 5 years plus.	
	K2	Qualified and trained to a minimum Level 2 in Child Care / Play work or a Level 2 coaching qualification, is desirable	
	K3	Good understanding of the characteristics and qualities that guardians expect from a childcare provision	
	K4	Knowledge of Ofsted Legislation	
	K5	Knowledge of Health and Safety Legislation	
	K6	Knowledge of Active Lambeth's Safeguarding Policies Procedures and	

		Code of Conduct on Safer Working Practices.	
Skills	S1	The ability to effectively deliver high quality childcare	
	S2	The ability to deal with children and their guardians regarding any queries and concerns with tact and sensitivity	
	S3	The ability to work as part of a team	
	S4	The ability to work under pressure	
	S5	Good written and verbal communication skills	
Relevant Experience	E1	Suitable level of experience working with children under 8 or a relevant childcare / play work qualification	
	E2	Experience of delivering an enabling environment whilst responding to children's individual needs.	
Key Behaviours	B1	<ul style="list-style-type: none"> - Motivational - Fair - Imaginative and creative - Flexible approach to tasks and workload - Positive role model - Demonstrates trust, openness and respect in dealing with people. 	
Other	O1	<ul style="list-style-type: none"> • Available to work school holidays and weekends 	
	O2	<ul style="list-style-type: none"> • Available to work between 7.45pm – 6.30pm, as required 	
	O3	<ul style="list-style-type: none"> • Suitable enhance DBS and able to attend relevant training. 	