

Post Title	Holiday Club Leader
Post Purpose:	To manage, coordinate, and oversee the daily programme of activities for the Monstrous Fun Holiday Club. The Monstrous Fun Leader will be responsible for supervising a team of Holiday Club Playworkers, ensuring the welfare and safety of all children, and ensuring a high standard of provision in accordance with safeguarding policies, activity planning, and health and safety regulations.
Reporting to:	Sports Centre Manager
Working time:	Casual / Seasonal 8:30am – 5:30pm during holiday club operation (school holiday periods)
Salary:	Scale 5 – Point 12
Location	ELA Active Ltd is part of the Eastern Learning Alliance. This role involves working across all ELA Active Ltd sports centres.
Disclosure Level:	Enhanced DBS with Barred List

#### Key Responsibilities:

##### 1. Safeguarding & Child Welfare

Safeguarding is central to everything we do at ELA Active. All staff have a duty to actively promote and protect the welfare of children and colleagues.

- Adhere to all safeguarding policies and procedures set by ELA Active, ensuring consistent application throughout all activities.
- Complete all required safeguarding, child protection, and Prevent training, including refresher courses before each holiday club block.
- Stay informed of current safeguarding legislation and best practices through regular professional development.
- Remain vigilant to signs of abuse, neglect, or any concerning behaviour, and respond immediately using the ELA Active reporting protocols.
- Ensure safeguarding principles are fully embedded into the planning and delivery of activities, and that every decision reflects a commitment to child safety.
- Promptly report any concerns or disclosures in line with the ELA Active safeguarding procedures.
- Ensure that all playworkers are aware of and follow safeguarding policies in their work with children.
- Act as a designated safeguarding person when required, reporting any concerns regarding child protection to the appropriate authorities, including the Designated Safeguarding Lead (DSL) and management.

## 2. Programme Planning and Supervision

- Work with the Sports Centre Manager to plan, prepare, and implement a varied and engaging activity programme for children attending the Monstrous Fun Holiday Club.
- Design and oversee the day-to-day running of sessions, ensuring that activities are safe, engaging, and age-appropriate.
- Lead the daily sessions, providing a safe and structured environment for all children.
- Supervise and support the Playworkers, ensuring that they are delivering activities effectively and in accordance with safety guidelines.
- Address any behavioural or interpersonal concerns among children, working closely with Playworkers to resolve issues.

## 3. Staff Management and Development

- Lead the team of Playworkers, providing support, guidance, and ongoing training to ensure they are performing to the highest standards.
- Delegate tasks and responsibilities to Playworkers, ensuring they are equipped to manage activities and supervise children effectively.
- Monitor staff performance, providing feedback and addressing any areas for improvement.
- Ensure all staff adhere to the club's policies and procedures, including health and safety, safeguarding, and behavioural expectations.
- Plan and deliver a refresher training session for all Playworkers prior to the start of each holiday block, ensuring staff are confident, updated on procedures, and prepared for their responsibilities.

## 4. Health and Safety

- Maintain a strong focus on health and safety throughout all activities, with an understanding of the risk assessments for each activity, and equipment is properly checked and maintained.
- Monitor the physical environment, identifying potential hazards and taking immediate corrective action when needed.
- Administer first aid as required, maintaining accurate records, and informing parents of any incidents.
- Ensure that cleaning and hygiene protocols are strictly followed throughout the day.

## 5. Administration

- Maintain accurate and up-to-date records of all children, including attendance, incidents, and accident reports.
- Communicate with parents/guardians as required, ensuring they receive relevant information about the activities and wellbeing of their children.
- Assist with promoting and communicating information about the Holiday Club, ensuring all details are correct and up to date.

## 6. General Responsibilities

- Supervise the arrival and departure of children, ensuring safe and organised transitions for all.
- Set up and dismantle activity equipment, ensuring all resources are used appropriately and stored correctly.
- Monitor and support the settling in of new children, providing guidance and reassurance as necessary.
- Actively contribute to team meetings and share ideas to improve the programme and overall experience for both staff and children.
- Liaise with the Duty Manager throughout the day regarding any issues that may arise which could affect the safe and effective running of the programme.
- Provide feedback to the Duty Manager and Sports Centre Management on improvements that could enhance the programme's delivery.
- Liaise with external companies and activity instructors to ensure smooth coordination and efficient running of scheduled activities.
- Report any health and safety concerns or incidents directly to the Duty Manager to be addressed immediately.
- Monitor and assess activity equipment regularly, identifying any replacements or additions needed to support safe and high-quality delivery.
- Undertake any other reasonable tasks required to ensure the smooth and efficient operation of the club.
- Comfortable in a swimming pool environment and willing to get into the water to support and engage with children through play.

## 7. Trust Ethos

- Support the overall mission and values of the ELA Trust, promoting its ethos within the facility.
- Promote and adhere to the ELA Trust's policies.
- Comply with the Trust's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and as a term of your employment you may be reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

### **Safeguarding Statement**

The Trust expects that all employees will carry out all duties with an awareness and understanding of the safeguarding requirements within their area of responsibility and comply with all safeguarding policies and procedures. Employees must promote and safeguard the welfare of children, young people or vulnerable adults they are responsible for, or come into contact with.