JOB DESCRIPTION

W5 BRIGHT SPARKS SUMMER CAMP TEAM

**SITE: OTC – Business Unit based in W5**

**LOCATION: Queen’s Quay, Belfast, BT3 9QQ**

**RESPONSIBLE TO: Learning & Engagement Lead**

**TERMS: Circa 37.5 hours per week for the following periods**

* Monday 7th – Friday 11th July 2025
* Monday 21st – Friday 25th July 2025
* Monday 28th – Friday 1st August 2025
* Monday 4th – Friday 8th August 2025
* Monday 11th – Friday 15th August 2025
* Monday 18th – Friday 22nd August 2025

In addition to the scheduled dates, two additional days of training will be required prior to the camp dates. These will be scheduled with the appointed candidates at a suitable time.

**PLEASE NOTE INTEVIEWS FOR THESE POSITIONS WILL BE HELD ON TUESDAY 27TH MAY 2025**

**OVERALL PURPOSE OF THE JOB:**

W5’s Learning and Engagement Team is looking for enthusiastic Summer Camp Team Members to help deliver the W5 Bright Sparks summer camp for children between the ages of 8 and 11 years old. Bright Sparks is a popular week-long camp that’s specially designed to bring out the budding scientist in everyone! This year’s camps will be running in July and August (dates above) and each day will be jam-packed with STEM-related activities including workshops, shows, floor visits, build-it challenges, animation and more. Your role will be to work closely with the W5 Learning and Engagement team to support the provision of a wide range of activities as well as providing pastoral support to children attending the week-long camp. Key duties are outlined below.

The Odyssey Trust group of companies is committed to the core ideology of BEET, Best Experience Every Time for customers, colleagues and stakeholders. These principles will be developed with all to support outstanding customer service. All colleagues are expected to commit to the core values shown below:

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| **Core Value** | **Our Behaviour** | **What it means for our Customers** |
| **Positivity** | Smile, can do, have fun | We will always be helpful, welcoming & enthusiastic |
| **Integrity** | Deliver on our promises | We will be trustworthy & respectful |
| **Commitment** | Go above & beyond | We will go the extra mile |
| **Innovation** | Find new ways to be better | We will always learn & improve |
| **Teamwork** | Together we achieve more | We will work together to put you first |

**MAIN DUTIES**

* Assist the Group Leader as required in running the camp activities effectively.
* Assist, as required in the enjoyment and learning process for children attending the camp. This will include but is not limited to assisting in motivating and encouraging children, supporting children to use equipment and access resources, promoting high levels of engagement, considering and preparing for learner needs in advance and reinforcing instructions and direction.
* Assist with the behaviour management of children attending the camp and keeping the group leader informed of any concerns using systems provided.
* Following Safeguarding/H&S policies set out by OTC and keeping the group leader informed of any relevant concerns using the systems provided.
* Assume responsibility for supervising and working with children or groups of children as required to ensure the effective running of the summer camp.
* Provide continuity of care through high quality pastoral support and an awareness of children’s emotional/social needs.
* Proactively develop positive relationships with children, parents and team members as required.
* Prepare resources for the delivery of sessions, set up, clear away and consider the resource needs for each session in conjunction with the group leader.
* Support with administrative duties as required to ensure effective running of the activities.
* Provide feedback to the group leader on the impact and enjoyment of the learning process for children.
* Attend OTC training and familiarisation during the week prior to the camp sessions commencing.
* Any other duties as requested by your Line Manager

All OTC staff are expected to:

* Maintain excellent working relationships with other staff and volunteers.
* Ensure the delivery of BEET to all our customers and be committed to the Odyssey ethos and objectives.
* Be committed to and work in accordance with our Safeguarding, Health & Safety, Equality and other established policies and procedures.
* Be flexible undertake such other duties that may be required including occasionally working evenings, weekends and public holidays, if required.

**SELECTION CRITERIA**

## Essential Criteria

* Experience of working with children of the same/similar age range in a formal environment e.g., school, youth group, summer camp
* A high standard of spoken English
* A GCSE level (or higher) Science qualification
* Knowledge of Child Protection and Safeguarding principles.
* An awareness of child development issues.
* An awareness of social/emotional needs displayed by children and an ability to respond effectively to meet those needs.
* A clear ability to work well as a team member, to be approachable, flexible and enthusiastic in your support of children during the summer camp.
* An ability to manage behaviour with confidence and sensitivity.
* An ability to communicate well with children and remain child centred.
* Show strong organisation and coordination skills.

## Desirable Criteria

* 6 months+ experience of working as a paid Classroom Assistant in an education setting with children on the same/similar age range
* A Level or higher qualification relevant to the role of Classroom Assistant e.g., L3 Certificate for Classroom Assistant/L3 Diploma for Childcare, Learning & Development/L3 Diploma for Specialist Support for T&L in schools.
* A Level (or higher) Science linked qualification
* Knowledge of Health & Safety legislation

***Salary***

**£12.25 per hour**