

riley's kids camps

Head Coach Duties

As the Head Coach, you are responsible for leading the day-to-day operations of the holiday club to ensure a safe, engaging, and high-quality experience for all children and Coaches. Your core duties include (but are not exclusive to):

1. Policy and Compliance

- Adhere to all relevant club policies and procedures, including safeguarding, health and safety, food handling, and staff conduct.
- Ensure that all Coaches also understand and strictly follow these policies.
- Ensure all staff have signed the **Service Level Agreement (SLA)** prior to starting.
- Brief all Coaches each morning with the below roles, covering themed day, plan for the day, the SEND/Medical/Dietary/No Photos and no suncream list for the day. This must be done at 8.15am each morning.
 - **Designated Safeguarding Lead (DSL)**
 - **Food Lead**
 - **First Aider**

2. Safeguarding and Safety

- Take lead responsibility for ensuring the **safety and wellbeing** of all children at the venue. Ensure the DSL is supported and bring into focus conscious practice and professional curiosity every morning at briefing.
- Conduct and oversee **safeguarding** practices and ensure any concerns are reported appropriately.
- Head Coaches are responsible for signing in and out all children. There are no exceptions where this needs to be passed on to another Coach. It is your responsibility to dismiss children correctly, to registered parent. If you are needed elsewhere, this can wait until all children are safely dismissed.
- Head Coaches are to use the stickers in the photos to apply the no photos and blue sunshine stickers to all appropriate children. It is your responsibility to check the spreadsheet detailing the SEND/Medical/Dietary/No Photos and no suncream list with the registers on the booking systems.

- It is your responsibility to ensure all medication from children are stored correctly, in the Coaches bag or in the staff room. All Epi-pens are to be stored in the Coaches bag for immediate use. Ensure the children with medication listed have brought their medication.
- Maintain **venue safety**, including room setup, reading risk assessments, and cleanliness.
- Supervise **safe food service**, ensuring hygiene standards are met, food coaches are following policy - strictly and whether anything needs improving. Monitor and enforce general **health and safety** compliance.
- Ensure children with SEND needs are adapting to the environment. Ensure the DSL knows the children and makes the assessment whether they are working within the Universal setting. If the child is too demanding for our ratios and requires 1:1, too much assistance or posing a flight risk/not listening to instruction; please seek counsel from Management and call parent to collect if appropriate.
- Support Leadership on organising trips and everything that entails.

3. Camp Management

- Manage and deliver **themed activity days**, ensuring planning and resources are in place before children arrive at 8.30am. This needs to be done the night before or getting at the venue early if required.
- Prepare in advance for any **external provision** (e.g., entertainers, workshops) and **council visits**, ensuring the venue and staff are ready and compliant.
- Use the provided **daily checklist** to carry out start- and end-of-day checks thoroughly and consistently.

4. Staff and Issue Management

- **Support and manage Coaches**, ensuring they are confident, informed, and performing their roles effectively. Support Junior Coaches in their development. Delegate jobs to confident Coaches, whilst you ensure your jobs are completed.
- **Problem-solve** any issues that arise throughout the day with a calm, practical approach.
- **Escalate concerns** or significant problems to the Holiday Club Managers promptly.
- **Monitor standards** of behaviour, engagement, and professionalism among staff and children.

5. Quality Delivery

- Champion **high standards** across all aspects of camp delivery. Use the certificates in the folders to award children for excellent behaviour. On a Friday, award camper of the week. Star Camper stickers also need to be given out.
- Ensure activities are engaging, inclusive, and fun.
- Continuously monitor the **quality of experience** for children and families, making improvements where needed.

- Lead by example, setting the tone for a **positive, enthusiastic, and safe environment**.