



BES Kaytana

The Summer Camp of
Borehamwood & Elstree Synagogue

Camp Director: Joel Sager MA, B.ED, NPQH, FCCT

Job Description – Group Leader

- To carry out all duties as reasonably requested.
- To attend duties at the right time, in a punctual manner.
- To carry out any and all tasks related to leadership of the group.
- To plan effectively for the daily activities of the children in the group, including a weekly plan and daily plans.
- To work cooperatively with the other group leaders in the initial and ongoing planning process.
- To work with the other group leaders in selecting and procuring resources for camp.
- To take responsibility for managing the group assistants and volunteers in a reasonable and professional manner.
- To take a leadership role during breaks and at lunchtimes.
- To liaise with parents re. any concerns they may have and be available to speak to them both at the beginning and end of the camp day.
- To liaise with parents of children with medical needs, before camp starts.
- To take reasonable responsibility for the health, safety and welfare of the children.
- To take reasonable responsibility for safeguarding and child protection of children at Kaytana, particularly those in your group, reporting any concerns to the Kaytana Director, who is the Designated Person for Child Protection.
- To ensure that the group room is left in a tidy and reasonable manner at the end of each day and all resources are properly stored at the end of Week 1, when the Synagogue is about to be used for Shabbat.
- To attend a compulsory training day the Sunday before camp starts.
- To accept that no time off is allowed during camp for appointments etc unless in the case of a clear emergency.

Other Information

- This role is for qualified primary school teachers only
- Line Manager: Kaytana Director
- Hours: 8.45 - 4.00 (approx.)
- Local employer: BES
- Main Employer: United Synagogue