



Job Description – Early Years Key Person

Salary: £360 - £490 per week dependent on age, qualifications and experience.

Our Early Years Key person has an important role in ensuring the Ofsted requirements are adhered to. As the Key Early Years person, you will be responsible for ensuring the Mega Camps Early Year syllabus is followed and that all safeguarding measures are carried out with the highest due-diligence as laid out in the companies Policy documents.

As part of this role, you will in some instances be managing your own team of coaches who are working within the Early Years department. You must ensure clear communication and training is given and expect the same high standards on the delivery of product and safeguarding as the company does of you. This includes making sure every child is included and adapting to individuals needs and requirements.

Part of your role will be to proactively pre-plan the day's activities using the equipment available whilst following the syllabus guidelines. This will need to be communicated with your team as part of a morning briefing. Feedback should also be actively gathered by means of an end of day debrief.

All Early Years Key persons will be required to submit feedback and improvements at the end of a camp period. This may be via email or in a face to face meeting arranged by your Camp Manager.

Key Responsibilities

- You are responsible for the safeguarding of all EY attendees.
- Ensure all EY standards laid out in the companies policy handbook are followed.
- Manage a team to help deliver suitable games and run A+C projects
- Ensure daily EY diaries, booking interests and dislikes section and report forms are completed.



- Remain a constant point of contact for all EY children and be available on collection to engage with the EY parents.
- Report accidents and incidents to CM and provide first-aid care when necessary.
- Responsible for ensuring EYFS is implemented.
- Named Early Years Designated Person at camp.
- Main contact for OFSTED Inspectors at camp.
- Communicate with Central Office to provide them with necessary information.
- Complete all management tasks for EY children such as communication with parents, admin tasks and managing the other EY staff.
- Assist the Camp Manager with daily tasks e.g. site tours, equipment checks, financial records.
- Assist with onsite induction training for staff. The EYM will lead Ofsted/child protection areas of the training ahead of camp.
- Carry out observations with EY staff and get to know the children.
- Regularly check staff's understanding of Safeguarding Procedure through questioning.