



## **Job Description – Early Years Lead**

**Reports to:** Camp Manager

### **Overall Purpose:**

The Early Years Lead is responsible for overseeing the planning, delivery, and quality of the Early Years provision at Mega Camps, ensuring that all children aged 4–5 experience a safe, nurturing, and engaging environment. You will lead the Early Years team, ensuring activities are age-appropriate, well-structured, and delivered with warmth, enthusiasm, and professionalism.

You will ensure all safeguarding, Early Years policies, and health and safety procedures are followed at all times. As a key point of contact for parents of younger children, you will provide clear communication, reassurance, and excellent customer care throughout the camp day.

### **Key Responsibilities**

#### **Leadership & Management**

- Lead, support, and supervise Early Years staff, ensuring they deliver high-quality care and activities.
- Ensure all team members understand and follow Early Years procedures, routines, and behaviour expectations.
- Provide direction and guidance during sessions, helping staff adapt activities to suit children’s individual needs.
- Conduct daily check-ins and end-of-day debriefs with the Early Years team, feeding back important information to the Camp Manager.
- Monitor staff performance and help create a positive, supportive working environment.

## **Activity Delivery & Child Development**

- Plan and deliver fun, safe, and age-appropriate sessions tailored to Early Years children.
- Ensure daily routines (snack times, rest breaks, toileting, transitions) are handled safely and calmly.
- Adapt activities to support different developmental stages and individual needs.
- Foster a nurturing, inclusive setting where children feel safe, engaged, and confident.
- Support children's emotional, social, and physical development through positive interactions and structured play.

## **Safety, Safeguarding & Compliance**

- Ensure all safeguarding and child protection policies are strictly followed.
- Maintain appropriate staff-to-child ratios at all times and report any concerns to the Camp Manager immediately.
- Conduct daily safety checks of the Early Years area, equipment, and resources.
- Handle accidents, incidents, and behaviour concerns professionally and in line with procedures.
- Ensure all Early Years documentation—such as attendance, incident forms, and medical information—is accurate and up to date.

## **Parent Communication & Customer Service**

- Act as a primary point of contact for parents of Early Years children.
- Provide warm, professional, and reassuring communication at drop-off and pick-up.
- Share important updates with parents, ensuring they feel confident and informed.
- Support positive parent relationships that encourage repeat bookings and trust in Mega Camps' Early Years provision.

## **Operational Support**

- Assist with setup and pack-down of the Early Years area, ensuring it remains clean, safe, and inviting.
- Monitor stock and request Early Years resources when needed.
- Work closely with the Camp Manager to ensure smooth day-to-day operations.
- Support additional duties as required to meet the needs of the camp.

## **Flexibility & Adaptability**

- Demonstrate patience, initiative, and quick problem-solving in fast-paced or challenging situations.
- Adjust plans and activities to meet the needs of the children, staff, and camp schedule.
- Carry out additional responsibilities where needed to support the success of the Early Years group and wider camp team.