

Holiday Club Lead

Applicant Information Pack September 2026



Teesside High School
Education as it should be

Job title: Holiday Club Lead
Responsible to: Director of Prep School
Start date: October 2026
Salary £18.02 per hour (ADM scale 15)
£5838.48 per annum
Hours 6 weeks + 6 planning days
Working hours are typically 9 hours a day, Monday to Friday, 8.00am – 5.00pm

Key Responsibilities

This is a rare opportunity to lead the school's highly successful Holiday camp provision, which caters to children between the ages of 4-11, including both current school pupils and children in our wider community.

The Holiday Club Lead is responsible for planning, organising and leading a team of Holiday Camp assistants to provide 6 weeks of high-quality activities for children from Reception to Year 6. The Holiday Club Lead is expected to offer full commitment to the position for the duration of the holiday programme: 1 week during the October half-term, 1 week during the Christmas break, 1 week during the Easter break and 3 consecutive weeks during the summer holidays. The role involves creating a safe, engaging and inclusive environment that reflects the vibrancy and standards of school life.

Working closely with colleagues, you will design and deliver a programme that is varied, stimulating and aligned with the School's ethos, ensuring a consistently high standard of care and experience for all children.

You will be responsible for maintaining excellent standards of care, safeguarding and organisation, ensuring the smooth day-to-day running of the club and a positive experience for both children and parents.

This role is ideal for someone who is enthusiastic, organised and passionate about working with children, and who can bring energy, creativity and strong leadership to a dynamic holiday setting.

Duties

- Provide a safe and fun holiday club provision for our pupils and external children, ensuring that their welfare needs are met at the same time as offering challenge and enjoyment.
- Plan and deliver a stimulating and varied timetable of activities, including off-site trips and visits.
- Manage the day to day coordination of all Holiday Club activities, including registers, health and safety and risk management.
- Promote and support children's physical and emotional wellbeing.
- Take responsibility for the care, maintenance etc of toys and resources ensuring any faults or problems are reported
- Administer basic first aid where required and record incidents in line with school procedures.
- Supervise the children during meal times.
- Communicate concerns and information to the Director of Prep and / or other staff as appropriate.
- Establish good working relationships with staff, pupils and parents. Act as the first point of contact for parents to answer or refer enquiries, providing accurate and timely responses to enquiries and other routine matters.
- Liaise with Holiday Club Assistant(s) ensuring they are clear regarding activities they are leading / involved in.
- Ensure children are handed over to parents/carers at the end of the day in accordance with school procedure.
- Liaise closely with the administration department within the school to market the holiday camp programme.
- Identify opportunities to enhance service delivery, implementing improvements where appropriate.
- Undertake CPD and training, where appropriate.
- To maintain strict confidentiality at all times.



Experience

- Proven experience working with children between the ages of 4-11 years..
- Experience of planning and organising age appropriate activities.
- Dealing with parental queries and issues, providing solutions in a professional manner.

Qualifications/Training

- The ideal candidate would be a qualified teacher or hold a full and relevant Level 3 EYFS qualification, e.g. Level 3 Early Years Educator (or equivalent).
- Paediatric first aid training, or a willingness to obtain this.
- Minibus driving, or a willingness to obtain this.
- A food hygiene certificate is desirable.

Knowledge/Skills

- Energetic and enthusiastic with a passion for working with children.
- Able to lead groups of children in both on-site and off-site activities.
- Punctuality and good time management.
- Excellent organisational skills.
- Excellent customer care and communication skills.
- Adaptable, resourceful, proactive, patient and diplomatic.
- Team player.
- Good understanding of the safety issues involved with supervising children.
- Professional appearance and manner.
- IT literate.
- Good understanding of the ethos of Teesside High School.
- Full working knowledge of Health and Safety Procedures and the Safeguarding and Child Protection Policy.

Miscellaneous

- The school operates a No Smoking policy.
- Staff must be cleared with the Disclosure and Barring Service.

THE APPLICATION PROCESS

For application forms and further details please contact the School on 01642 782095 or via recruitment@teessidehigh.co.uk

The closing date for applications is Friday 9 October 2026 with interviews scheduled for w/c 12 October 2026.

If you wish to apply for this role, use your application letter to explain why you are interested in this and how you would fulfil the role required. Please also complete and return the school's application form, (including the names and contact details for two referees), and the Equal Opportunities form. We cannot accept applications without these. You may wish to include a supplementary CV, but this is not compulsory.

Safeguarding Policy

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.



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