

Christmas education opportunity

West Boldon Lodge are seeking an education practitioner to contribute to delivery of our Christmas events. We are looking for someone who is self-employed / sole trader, etc. to lead a number of outdoor education sessions. This includes a series of short activities for families and some school visits, at West Boldon Lodge.

Delivery details and responsibilities

You will deliver Enchanted Forest Playschool sessions and Christmas school visits.

In both activities, you will:

- Appear as an elf-like character who is helping Santa (or fully act as an elf if preferred);
- Help to prepare and set up resources at the start of the day, and to clear and clean them away at the end of the day;
- Clean, tidy and re-stock activity stations between sessions;
- Work with our receptionist to provide participants with a warm welcome at the start of their experience;
- Encourage belief in Santa, and spread Christmas cheer;
- Maintaining a Covid-safe environment, including enforcing social distancing and some cleaning of surfaces;
- Read and follow Risk Assessments for your activities, work environments and Covid-19 safety;
- Explain safety precautions to families or teachers who will remain responsible for the supervision of their children at all times;
- Maintain a safe working environment, and resolve or report any hazards, plus report any accidents, incidents or near misses.

Enchanted Forest Playschool is a 1 hour, outdoor play experience for families with children aged 1-5 years old. Families will have freedom to explore and play in our Woodland Realm, with a variety of Christmas-themed activities on offer to them. They will have a 10 minute time slot to visit Santa in his woodland grotto. There are 4 x 1 hour sessions each day, each for up to 6 families. You will:

- Light, maintain and supervise a small woodland campfire, ensuring fire safety rules are followed;
- Supervise families toasting marshmallows;
- Help to explain and encourage participation and enjoyment of the crafts and exploring / play activities on offer.

Schools visit for 2 hours to celebrate Christmas with indoor and outdoor crafts and small-group visits to see Santa in his woodland grotto. There will be 1 class in the morning and a 2nd class in the afternoon. Generally classes are EYFS age. You will:

- Demonstrate and lead 1 craft activity indoors for the whole class and another craft activity outdoors for half the class at a time;
- Light, maintain and supervise a small woodland campfire, ensuring fire safety rules are followed;
- Supervise school staff toasting marshmallows and distributing hot chocolate;
- Entertain the class with a Christmas game while they enjoy their food & drink.

Additional information at www.westboldonlodge.co.uk.

Practitioner specification

We are looking for a practitioner who can demonstrate:

- Experience delivering outdoor education activities to this age group;
- The ability to reliably start and safely maintain a woodland campfire;
- The ability to hold the attention of a group of children;
- The skills required to take on a character-role in delivery of sessions;
- Willingness to wear a costume (which will be weather appropriate);
- Excellent communication skills with young children and adults;
- The ability to think on their feet and adapt creatively to changing circumstances;
- Successful work as part of a team;
- A love of Christmas;
- Enthusiasm for spreading Christmas cheer;
- Possession of appropriate insurance;
- A commitment to maintaining high standards of customer service, health and safety, equality of opportunity, and safeguarding of children and vulnerable adults.

Remuneration

Please provide detail of your charge per day. We will pay for 1 day of induction/training time in addition to delivery days. You will need to invoice Groundwork for payment after the date of your final delivery.

In the event that we have to cancel all or some of the sessions, your delivery will not be required and you will not receive payment for those days, provided we have given you 2 days' notice of cancellation. If we are not able to give 2 days' notice, you will still receive payment.

Dates and times

You will ideally be available for induction & training **Sat 21st November, 10:00am - 1:00pm.**

You must be able to deliver **2 days per week** (Mon-Fri) during the weeks starting **30th Nov, 7th Dec & 14th Dec, plus 1 day from 21st – 23rd Dec.**

On these dates you must be on site for 8:30am, ready to start delivery at 9:30am. Delivery will finish around 3:00pm, with an expected hour of cleaning and tidying after this. You will be able to take a lunch break of around 30 minutes in the middle of the day.

How to apply

To apply, please send evidence of why you are suitable for the role to westboldonlodge@groundwork.org.uk by **midnight on Sunday 8th November.**

You should demonstrate how you meet the practitioner specification described above and any additional information which makes you suitable to carry out this delivery. You are welcome to use any format suitable to you, be that a CV, portfolio

of annotated photos, a video, or any other format, provided that you can clearly demonstrate the skills, experience and attributes required.

We may contact applicants if we require any supplementary evidence of suitability. This may be written or pictorial information, or an interview format.

We'll also need to know the dates you are available (out of weekdays from 30th Nov – 23rd Dec) and your daily charge.

For an informal discussion or if you have any questions, please email westboldonlodge@groundwork.org.uk or call Tom on 07515 051534.