

# Freelance tutor - Mighty Oaks Primary Summer Club (Assistant Leader)

Schools & Early Years (Learning & Engagement)

## Job Description

### Purpose

Join our team as Assistant Leader (freelance) to help support our Mighty Oaks primary summer holiday club (July-Aug 26) for children aged 7 – 11 (P4 – 7) at the Royal Botanic Garden Edinburgh.

This programme provides an opportunity for children to connect with nature and make new friends as they explore the Garden through an inspiring week of trails, challenges, games, crafts and other activities.

### Main duties

- To assist our Primary Learning Officer to ensure smooth running of the Mighty Oaks summer holiday club
- To complete induction and training and undertake PVG before the club begins
- To assist with delivering the core mission of RBGE through fun, innovative and engaging sessions
- To assist with initial prep, room set-up and take down and daily set up and tidy up of activities
- To help support a team of volunteers and provide an inclusive, warm and safe learning environment that puts the child at the centre
- To contribute to ongoing monitoring and evaluation of the weeks
- To assist with ensuring all activities meet accessibility and inclusion regulations
- To assist the leader with delivery of activities, ensuring consideration of health and safety issues, and appropriate safeguarding of the children
- To support the leader by being responsible for covering their lunchtime and other breaks along with any volunteers
- To oversee sign in and sign out by parent-carers
- Any other duties to ensure the smooth running of the programme

## Person Specification

### Essential Skills

- Experience working with children and young people
- Excellent communication & presentation skills
- Inclusive, caring & flexible approach to meeting the needs of individual children
- Engaging & enthusiastic facilitation style
- Excellent time management and organisational skills
- Reflective practitioner who loves learning
- Interest in nature and being outdoors

### Desirable

- Experience of informal outdoor learning/after school club delivery
- Background or interest in STEM subjects, environmental science, geography, plant science, horticulture, expressive arts, play

### For this role you will require:

- PVG Disclosure
- Your own public liability insurance