



## ***Job description for Lighthouse Keepers (2016)***

### **Role summary**

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Children at Lighthouse are grouped into smaller groups of 'Lighthouses' of around 16 children each, which they remain in throughout the week. Each Lighthouse is run by a Lighthouse Keeper, who stays with the children for the whole day, including Main Stage sessions, age-group activities and lunch time. The Lighthouse Keepers are the bread-and-butter of Lighthouse, and act as the children's mentor, guardian and friend throughout the week. The Lighthouse Keeper will have a small team of Lamplighters (usually no more than two, although there can be more) to help them look after the children. Lighthouse Keepers will be 'on duty' between 9am and 4pm each day. Both the Age Group Leader and Assistant Age Group Leader oversee this role and are available to talk through any issues.

### **Purpose of the role**

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To oversee a "Lighthouse" of around 16 children.

### **Key relationships**

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The role requires close liaison with

- Age Group Leader (AGL) and Assistant AGL, who oversee all age group activities.
- Lamplighters (teenage helpers)
- TZoners (helpers in training)

### **Key Activities**

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#### **Main functions**

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- Looking after a Lighthouse (group of approx. 16 children) with up to 2 teenage helpers (Lamplighters)
- Welcoming, befriending and caring for your Lighthouse (including the Lamplighters), guiding and encouraging them through their scheduled activities
- Maintaining a daily register of your group, keeping check that they are all with you as you move from one activity to the other

- Overseeing the Lamplighters, ensuring they are carrying out their tasks
- Knowing where the children in your group are, e.g. if they have been taken to the First Aid or Quiet Tents
- Making sure your Lighthouse (including Lamplighters) all stay together over the lunchtime period
- Ensuring that you are aware of all emergency procedures and how they relate to your Lighthouse
- Ensuring all Safeguarding Children issues are passed to the designated safeguarding personnel as soon as possible

## Activities

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- Attend Helpers Briefing before Lighthouse week
- Ensure up-to-date DBS information is provided
- Become familiar with teaching material and small group material provided
- Attend daily team meetings before and after the "main" Lighthouse day
- Keep accurate records of the children in the group each day and update AGL. Count children before and after moving to different locations around the site.
- Help and join in with the various activities with the children, following directions from those leading the activity if specific help is required - in particular Sport, Craft and Creative leaders
- Provide drinks (which the children bring) as necessary and eat lunch with the children
- Take them to the toilet as necessary; take them to, and collect from First Aid if needed
- Lead the Lighthouse in small group discussion (input and materials provided by AGL)
- Send them home to parents/carers safely (ensuring password is provided) with any craft etc made during the day. Other worksheets or publicity may also be required to take home.