



Activity Leader job description

Summary

The contribution of activity leaders is decisive when it comes to shaping an amazing summer for our students. We are looking for people who are able to engage with students all over the school, have a fun, professional approach and can help ensure students are happy and safe throughout their stay.

Successful afternoon and evening activities ultimately mean students are interacting well, making new friends and really enjoying themselves, all of which clearly plays a huge part in a fantastic summer experience.

If you think you're the sort of person who could help build a positive and lively atmosphere at our school, and you like the idea of a dynamic, often demanding but enjoyable summer school environment then we'd love to hear from you.

Weekly Pay and contract dates

Activity leaders receive £350 per week and most activity leader contracts will run from 09/07/19 until 09/08/19, with some concluding earlier on 26/07/19 depending on operational requirements.

Work Schedule

All staff are provided with a weekly rota which is broken up into sessions. Each of these sessions covers a morning, afternoon or evening. Activity leaders have one full day off per week and work 15 sessions per week, these are spent planning and running activities as well as on general duties such as break time and meal supervision.

When not on excursions all activity staff meet at 11am to discuss and plan afternoon and evening activities. This is done as far in advance as possible so that activities are well-organised and to allow activity leaders to progressively take increasing ownership of them as the summer unfolds. That way all members of the activity team should get the chance to coordinate activities themselves.

Activity staff may be required to attend occasional meetings and must ensure the safety and wellbeing of students at all times, so a flexible attitude is important. As with all staff, members of the activity team must be ready to assist with certain student welfare scenarios if and when they arise, as well as take part in "house duty" (explained below) in the accommodation block whenever necessary.

At Your English Summer we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this approach. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place, copies of which will be provided to you and which all employees, volunteers and contractors are required to read and adhere to.



Duties and Responsibilities

These can be split into 2 areas – activity – general

Activity duties

All activity leaders report to summer school management and are required to:

- Attend pre-course training at the summer school.
- Design, organise and lead afternoon and evening activities.
- Take responsibility for activities and their promotion.
- Carry out risk assessments and ensure students are safe at all times during all activities.
- Offer an enthusiastic and energetic approach, ensuring students participate in activities.
- Lead and supervise groups of students on planned excursions.
- Ensure the safety and wellbeing of students at all times during excursions.
- Assist in the day-to-day running of the summer school.
- Attend any staff meetings when requested.

General Duties

As all members of staff have duty of care for our students over the summer they are required to:

- Assist with student airport transfers.
- Provide “active supervision” during breaks and mealtimes, so instead of monitoring students, staff should interact with and get to know them.
- Take part in “house duty” as detailed on the rota, this includes wake-up, accompanying students around school, supervising students in the accommodation and lights out.
- Be a generally supportive presence in the accommodation and available to other staff and students.
- Assist in the event of a student being ill, injured or in an emergency (whether on duty or not).
- Help build a positive and fun atmosphere around the school.
- Help ensure students do not break school rules and promote their social skills.
- Provide feedback on your summer experiences.

Personal Specification

We look for staff with certain key characteristics which make them well suited for summer school life.

As well as an obvious interest in working with children we are looking for activity leaders who are:

- Friendly and approachable
- Enthusiastic
- Responsible
- Understanding of children’s needs
- Diplomatic
- Flexible

Although we do not ask activity leaders to take part in English teaching, we do expect them to consider students’ language abilities when communicating with them and use appropriate language. Activity leaders also need to be decisive, get activities running as swiftly as possible and, while managerial support and training will be offered, there is a need to be able to deal with potential student discipline issues and manage student behaviour effectively.



Requirements

Essential:

- Experience of working with and/ or coaching groups of children.
- Genuine enthusiasm for and enjoyment of working with children
- Good communication skills and an ability to work well under pressure
- An ability to take control of groups of children
- A professional approach
- A sense of fun!

Desirable:

- A dance, sport, arts and crafts or drama qualification as well as experience delivering relevant sessions
- Experience working at a (residential) summer school
- A first aid qualification
- Experience working with international students

In the event of a successful application:

- We will contact you to arrange a telephone/ skype interview.
- We will request the names of 2 recent referees who we will contact and one of whom should be your most recent employer.
- We will ask about any gaps in your CV.
- You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign a Children's Act 1989 declaration safeguarding the welfare of children and state that you know of no reason why you cannot work with children.
- We will request 2 types of official identification and certificates (originals or certified copies) for our records.
- Should you be offered a position, further child safeguarding training will be provided as part of your induction and preparation for the summer.

We look forward to hearing from you, good luck!

