



## Senior Activity Leader job description

### Summary

The Senior Activity Leader is responsible for coordinating all on-site afternoon and evening activities. Such a role is clearly of huge importance as successful, well-run afternoon and evening activities will ultimately mean students are interacting well, making new friends and really enjoying themselves - all of which is a huge part of a great summer experience.

If you're well-organised, have excellent communication skills, are the sort of person who could help create a positive and lively atmosphere at our school and 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

The senior activity leader receives £450 per week and his or her contract will run from 09/07/19 through until 09/08/19.

### The Role

While the senior activity leader's role will focus on activities and social events, he or she will also be expected to have an awareness of the issues affecting the overall management of the school and should be ready and able to address related scenarios if and when they arise. He or she will have a 6-day schedule, with one full day off per week, barring exceptional circumstances, and will be able to demonstrate a passion for the role and clear enthusiasm for working with young learners.

As with all staff, it is also important for the successful candidate to have a flexible attitude and be ready to assist with student supervision during breaks, mealtimes, in the accommodation block and at night 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 – activities – general

### Activities

The senior activity leader reports to the summer school director and is required to:

- Attend pre-summer staff training in order to gain a deeper understanding of our approach and the summer programme.
- Work closely with other senior members of staff and summer school managers, attending all meetings where requested.
- Coordinate, organise and lead afternoon and evening activities.
- Discuss activity options with other activity leaders and enable them to contribute to the design and running of certain afternoon and evening activities.
- Help to effectively induct activity leaders during staff training and provide them with support throughout the summer.
- Run activity planning sessions and ensure activities are delegated and prepared in advance.
- Ensure that all staff involved in activities are well aware of their roles.
- Produce and check activity registers.
- Present and explain activities to students, where relevant.
- Ensure activity equipment is available before and packed away after activities are complete.
- Offer an enthusiastic and energetic approach to ensure all students participate in activities.
- Take responsibility for activities and their promotion.
- Carry out risk assessments and ensure students are safe at all times during all activities.
- Provide feedback on the activity programme at the end of the summer.

### General

Given his or her position of responsibility, the senior activity leader is required to:

- Take part in the general management of the school when required.
- Assist with unforeseen circumstances, such as welfare scenarios.
- Provide “active supervision” during breaks and mealtimes, so instead of monitoring students, staff should interact with and get to know them.
- Lead and supervise groups of students on planned excursions, ensuring their wellbeing.
- Help with student arrivals and departures, engaging with parents where necessary, in a friendly and competent manner.

As such the senior activity leader should generally help represent the school in a professional and positive way, contributing to the creation of welcoming, safe and fun environment for students and other staff to spend their summer in.

We also expect all staff to fully appreciate the importance of student welfare and view it as their top priority throughout the summer. This is why we run a “**house duty**” policy within our accommodation meaning staff provide supervision as detailed on the weekly rota. However, outside of scheduled house duty we encourage staff to be a generally supportive presence in the accommodation, making themselves available whenever possible, as this helps create an incredibly positive atmosphere.



## Personal Specification

We look for staff with certain key characteristics which make them well suited for summer school life. As well as an interest in working with children we are looking for a senior activity leader who is:

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

Although we do not ask our senior activity leader to take part in English teaching, we do expect him or her to consider students' linguistic abilities when communicating with them and use appropriate language. What's more, the senior activity leader is required to be decisive and able to organise groups of students quickly, dealing with any potential student discipline issues and managing student behaviour in a firm, positive and constructive manner.

## Requirements

### Essential:

- Previous experience of residential summer work.
- Experience of a position of additional responsibility.
- Experience working with and/ or coaching groups of children.
- Genuine enthusiasm for and enjoyment of working with children
- Excellent 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 relevant experience
- 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 or face-to-face interview.
- We will request the names of 2 recent references who we will contact and one of who 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!***