



British
Summer
School

Recruitment Guidance

ACTIVITIES LEADER

LEISURE AND SOCIAL

future
ready

Our Vision & Values



Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

JOB ROLE:

Activities Leader

REPORTING TO:

Activities Manager

KEY PURPOSE OF THE JOB:

To implement the coaching plan as agreed with the Activities Manager. Ensuring sessions are well planned, risk assessed, engaging and fun.

WRITTEN BY:

Danny Kenward

DATE:

31st October 2023

HOURS:

Morning Shift; 10.30 am - 18.00 pm

Afternoon Shift; 13.30 pm – 21.00 pm

Weekends will be longer due to excursions or transfers.

Above are typical Hours Only. These will vary according to each centre and the needs of the Summer School

SALARY:

£571.07 per week + 12.07% Holiday Pay

Total weekly pay £640.00 (Including Holiday Pay)

JOB LOCATION:

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

Accountabilities

- To implement the coaching plan as agreed with the Activities Manager. Session content is not pre-set by the company in order to suit staff experience and knowledge. Sessions should be progressive and tailored to ensure that the sessions are exciting and engaging for all students participating.
- To prepare for each session and to keep a record of the session plans. The Activities Manager or Centre Manager may ask for session plans at any time to ensure consistency and quality is being achieved.
- To ensure risk assessments are being read or completed where required, making sure they are tailored to the group, allowing for sessions to be delivered safely
- To help the Activities Manager run a varied, engaging and fun social programme in a safe environment and to ensure that all activity equipment is kept in good condition and is stored away safely after each session
- To take part in weekend excursions, taking charge of a group while following adhering to the excursion schedule and policy in order to keep the students safe
- To take part in airport transfers by welcoming new students warmly and assisting returning students with the departure process. Student welcome times should be kept to a minimum and must be supervised at all times, while in the Company's care.
- To supervise students in their boarding house ensuring all house rules are adhered to and the property is being treated with respect, including rooms to be kept tidy. Any damages must be reported to the House Parent as soon as possible.
- To carry out break time, and mealtime supervision along with assisting the House Parents with wake-up duties
- To keep a friendly but professional staff-student relationship at all times, staff can never become "friends" with students. Any concerns must be reported, acted upon and followed up.

Key Skills

- Responsible and hard-working with strong team working skills.
- Able to motivate children and young adults of all levels.
- Strong leadership skills and ability to set high standards.
- Enthusiastic and friendly and willing to get involved in all aspects of camp.
- Good communication skills with people at all levels

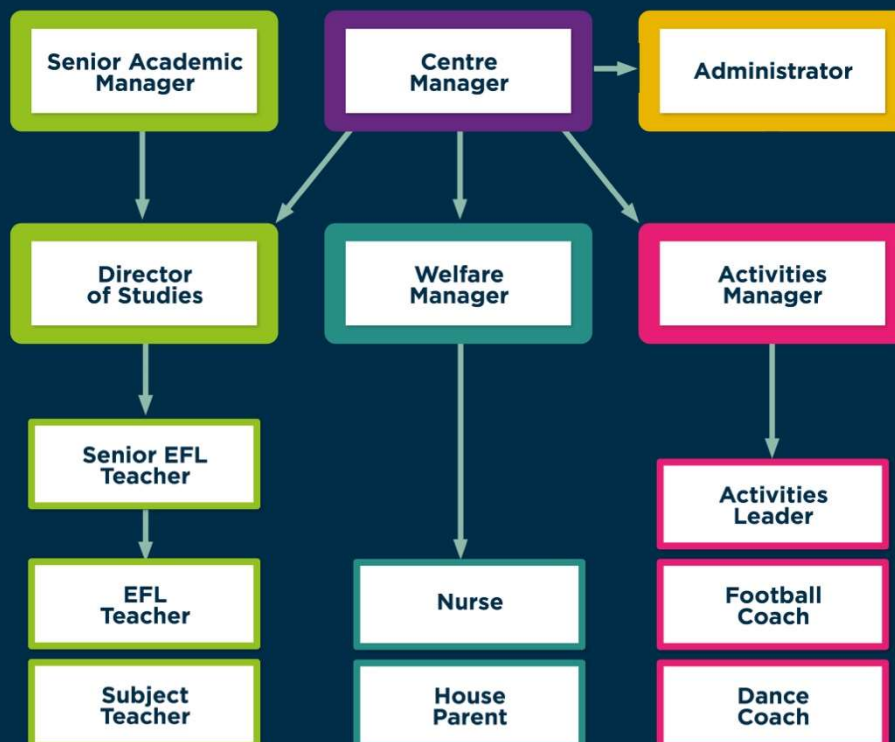
Qualifications

- Studying sports coaching, teaching, arts, or drama degree is preferred.
- First Aid qualifications are welcomed.
- NPLQ (Lifeguarding Qualifications) are welcomed.
- Previous experience working with children.
- Level 1 or higher qualification in sports, drama or art is desirable but not a pre-requisite.

Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

Staff Organogram





**For more information
or to apply visit:**

britishsummerschool.co.uk/summer-jobs



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COUNCIL**
for the teaching
of English in the UK



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