



British  
Summer  
School

Recruitment Guidance

# ACTIVITIES MANAGER

MANAGEMENT ROLE

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 Manager

**REPORTING TO:**

Centre Manager

**KEY PURPOSE OF THE JOB:**

To oversee the smooth running of the activities and leisure programme, ensuring students have a varied and engaging programme, whilst managing a team of activities leaders in an effective and motivational way

**HOURS:**

Morning Shift; 08.30 am – 18.30 pm.  
Afternoon shift; 13.00 pm – 23.00 pm  
*Hours may vary according to the needs of the Summer School*

**SALARY:**

£713.84 per week + 12.07% Holiday Pay  
*Total weekly pay £800.00 (Including Holiday Pay)*

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

**WRITTEN BY:**

Danny Kenward

**DATE:**

31<sup>st</sup> October 2023

## Accountabilities

- To be responsible for the running of the activities programme which entails afternoon sports, activities, Pro Options, evening events as well as excursions.
- To carry out coaching responsibilities and ensure that registers are correct, and all students are present.
- To lead a team of Activities Leaders and to provide the necessary guidance and support to ensure they are planning and delivering the programme at an acceptably high level. This includes ensuring sessions are being delivered with the relevant age group in mind and are appropriate in speed and in clear and concise English for students to continue learning English outside of the classroom.
- To ensure that all aspects of the activities programme are delivered diligently and safely. Session plans need to be checked, sessions observed, and student participation, integration and session enjoyment ensured. Session content is not pre-set by BSS to suit staff experience and knowledge. Sessions should be progressive and tailored to meet the learning needs and goals of the students.
- To contribute to the professional development of Activities Leaders by carrying out session observations as well as formal staff appraisals.
- To plan, organise and deliver excursions that are in line with the BSS advertised excursion framework. BSS excursion procedures must be adhered to, to always ensure student's enjoyment and safety.
- To ensure appropriate transport arrangements are in place for any excursions, student groups have been organised and a staff member assigned to each group.
- To ensure risk assessments are in place, up to date and read by all appropriate staff. Where suitable risk assessments are not in place, new ones must be approved by the Centre Manager or Head Office before carrying out the new activities in question.
- To liaise with any external suppliers, if required.
- To take responsibility for the safety, welfare, and behaviour, including discipline, of all students during the activity programme time.
- To participate in any performance management procedures alongside the Centre Manager.
- To assist with any pastoral duties which may include break, mealtime supervision and or bedtime duties.
- To lead staff meetings, ensuring all the activities team are aware of their daily duties and any other important information which is required for staff to know.
- To attend senior management meetings with the Centre Team and Head Office
- To help ensure that the centre is set up effectively and packed away as required by the Head Office team.

## Key Skills

- Proven experience in managing staff is required.
- Previous summer school experience and/or working with international students is desired.
- A strong awareness of Health and safety concerning sports, activities, and excursions is essential.
- Strong organisational and forward-planning skills are required.
- Strong leadership skills and ability to set high standards.
- The ability to prepare and lead a variety of sports and activities is essential.

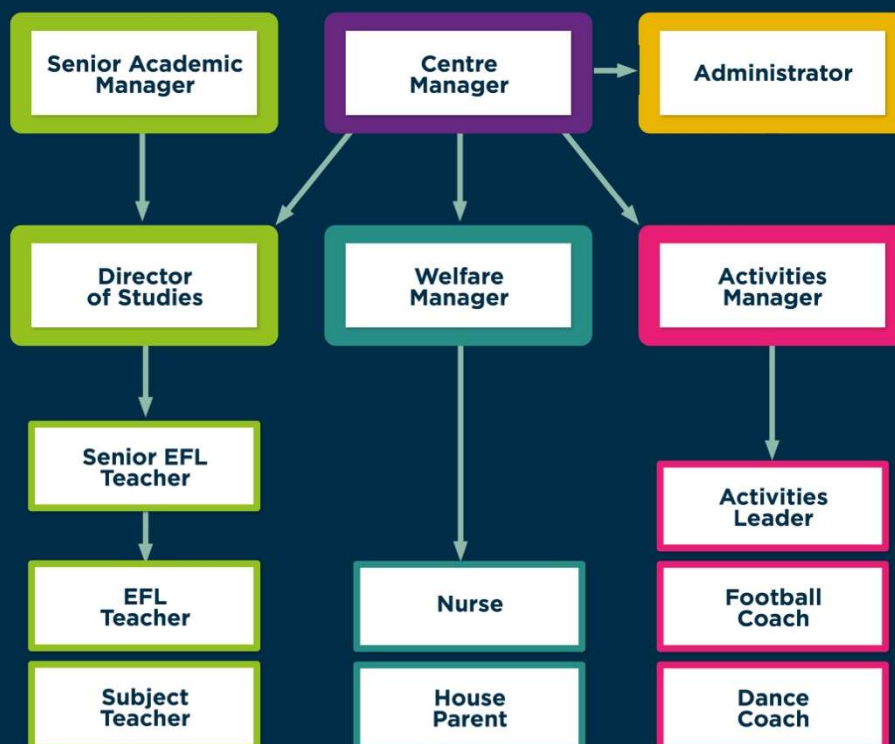
## Qualifications

- A First Degree in areas such as Sports Science, Physical Education, Coaching, or similar is desired.
- QTS in Sports or PE is preferred.
- Appropriate coaching qualification (preferably level 2) in at least one of our Pro Options
- HSE-approved First Aid certificate and NPLQ Lifeguarding certificate is advantageous.
- Minimum of 1 year experience in working with children in a professional environment is required.

## 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](http://britishsummerschool.co.uk/summer-jobs)



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**+44 (0)1444 444744**

**[admin@britishsummerschool.co.uk](mailto:admin@britishsummerschool.co.uk)**

**[www.britishsummerschool.co.uk](http://www.britishsummerschool.co.uk)**

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