



British  
Summer  
School

Recruitment Guidance

# SENIOR ACTIVITIES LEADER

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:**

Senior Activities Leader

**REPORTING TO:**

Activities Manager

**KEY PURPOSE OF THE JOB:**

To assist the activities manager in enabling a seamless, engaging, and well-run activities programme

**SALARY:**

£606.76 per week + 12.07% Holiday Pay  
*Total weekly pay £680 (Including Holiday Pay)*

**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*

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

**WRITTEN BY:**

Danny Kenward

**DATE:**

31<sup>st</sup> October 2023

## Accountabilities

- To carry out coaching responsibilities and ensure that registers are correct and all students are present.
- To assist the Activities Manager in leading 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 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 help 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 update the database with the daily student activity choices and to ensure registers are up to date, correct and completed.
- 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 assist with any pastoral duties which may include break, mealtime supervision and or bedtime duties.
- To lead staff meetings when the activities manager is unavailable, ensuring all the activities team are aware of their daily duties and any other important information which is required for staff to know.
- To help ensure that the centre is set up effectively and packed away as required by the Head Office team.

## Key Skills

- Responsible and hard-working with strong team working skills.
- Previous Summer School experience is essential.
- 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

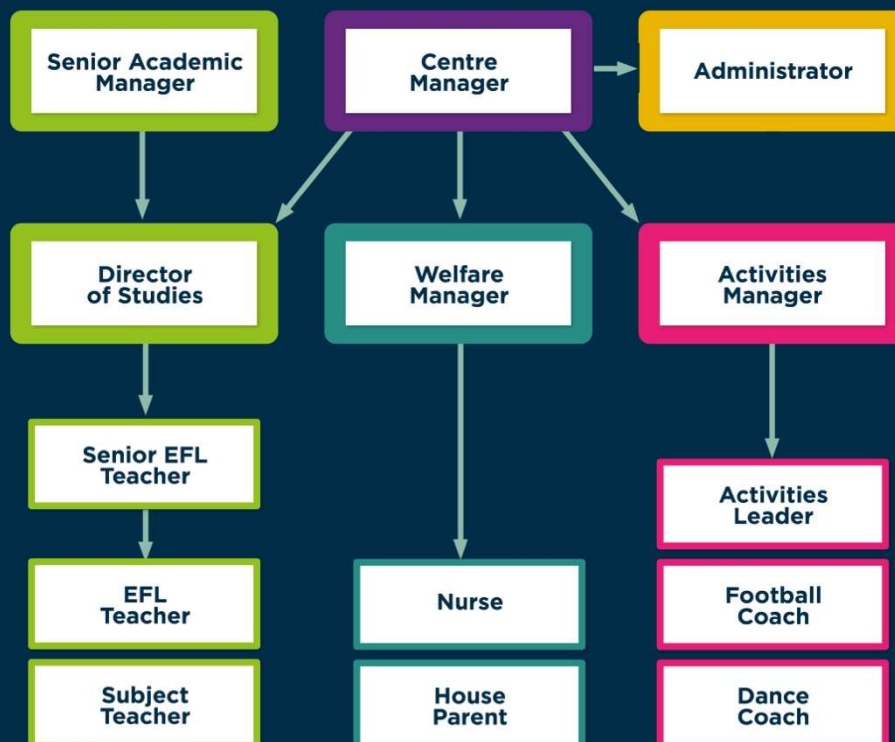
## Qualifications

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



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