

## Activity Leader

Position	Activity Leader
Reporting to	Activity Manager
Team Management	Part of the Activity Team
Last review of job description	November 2021
Suitable for remote working?	0%
Suitable for Core Hours?	No

British Study Centres Young Learners (BSC YL) runs English summer courses in the United Kingdom, Ireland, France and Malta for International students aged 8-17. There are multiple positions available in various locations during June, July and August. Activity Leader positions are residential at all centres. There are non-residential Activity Leader positions available at King's College and Dublin. For full details of our centres, please see our website: <https://www.british-study.com/en/learners/young-learners/>

### Purpose of the role

The Activity Leader (AL) is responsible for planning, implementing and delivering a high-quality social programme of activities and excursions to Young Learner students studying with British Study Centres Young Learners (BSC YL). AL's are required to motivate and encourage students to fully participate in the programme and to ensure the safety of students remains paramount at all times.

### Main Duties & Responsibilities

#### Activities

- Work with the team to design, organise and run the activity programme.
- Promote the activity programme using posters, noticeboards, sign-up sheets and in communicating with the students.
- Participate in all activities with enthusiasm.
- Encourage all students to participate in all activities.
- Make sure all students feel included in all activities.
- Attend and participate in all activity team meetings.
- Support the Activities Manager to create Activity Packs.
- Consult the Risk Assessments before each activity.
- Support the Activities Manager to develop materials for Social Programme.

#### Excursions

- Accompany and fully supervise students in your care.
- Familiarize yourself with excursion material and the excursion itinerary (these will be provided to you in the pre-excursion briefings the evening before the excursion).
- Attend all pre-excursion briefings.

- Ensure students are wearing their lanyards containing their school ID and emergency contact information.
- Support the Activities Manger to create Excursion Packs.
- Consult the Risk Assessment before every excursion.
- Remain alert to ensure the students stay safe.

### **Pastoral Care**

- Provide Welfare Leader duty cover as and when required.
- Be allocated a specific student group for the week (where necessary.)
- Actively supervise mealtimes on a rota basis.
- Collaborate with team members to ensure safety and security within accommodation.
- Be a role model for the students.

### **Transfers**

- Carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.

### **Child Protection & Safeguarding**

- To promote and safeguard the welfare of children and young persons you are responsible for and come into contact with.
- To adhere to the BSC Young Leaners Child Protection and Safeguarding Policy.
- Ensure student ratios are maintained in accordance with site rules BSC Young Leaners Child Protection and Safeguarding Policy.
- Complete online Safeguarding for Young Learners (Level 1) before arrival and complete an in-person refresher during on-site induction.

### **Other**

In addition to the above, all Activity Leaders are required to:

- Attend onsite induction to be hosted by Activities Manager.
- Work positively as part of a team.
- Demonstrate a positive attitude.
- Attend and participate in all centre team meetings.
- Act according to accepted professional standards at all times.
- Act in the welfare of the students at all times.
- Comply with centre and BSC YL rules and regulations.
- To carry out any duties as may be reasonably assigned by the Centre or Activities Manager.

*\*If your interview is successful, you will be invited to attend one of BSC YL's 'Assessment Days' for Activity and Welfare Leaders in which you will have a chance to meet other prospective candidates, ask questions about what to expect and gain more insight into how the centres work.*

## Requirements

### Essential

- Native or near native English-speaking skills
- Experience of working with children/teenagers
- Ability to work well in a team
- Able to thrive in a residential setting (if applying for a residential location)
- Strong communication skills
- Flexibility and willing to work hard
- Right to work in the UK, France, Malta and/or Ireland (depending on the respective centre)

### Desirable

- Experience in working with summer/language schools
- Ability to organise and lead group activities (these include various sports, arts & crafts, performing arts, etc)
- Recognised qualifications in sports coaching, dancing instruction, etc
- Valid lifeguarding qualification
- Valid first aid certificate
- Previous child protection and/or safeguarding training

## Conditions

- Competitive weekly salary which is dependent on experience. Pay scale available on request.
- Accommodation (where applicable) and meals are provided.
- 42-45 hours per week. Some working hours may be unsociable due to evening activities, night duties (if residential) and varying times of student arrivals/departures.
- There is at least one full day off per week. (To be agreed with the CM at the centre.)
- Activity Leaders and Welfare Leaders are provided with two BSC YL t-shirts or polo shirts. Uniform is compulsory when on duty.
- All references will be followed up and any gaps in CVs will need to be explained.
- Reference requests will ask specifically whether there is any reason that they should not be employed in situations where they have responsibility for, or substantial access to, persons under 18.
- Criminal background checks in the form of a DBS (Disclosure & Barring Service) for UK residents, Garda Vetting for Irish residents, PVG for Scotland, 'Certificate of Good

conduct' for France, 'Conduct Certificate' Malta as well as a police check from your country of residence (if not a UK or Irish resident) will be requested.

- Proof of identity and qualifications will be required. Only those with the right to work in the UK, Ireland, France or Malta are eligible for any BSC YL position.
- Team employees should provide evidence of being double vaccinated against COVID19. Failing this, a thorough Covid19 risk assessment and safety protocols will need to be followed at the centre where any contracts are offered.

## Values

<b>Aim Higher:</b>	We proactively make suggestions and solutions for challenges and opportunities.
<b>Collaborate:</b>	We are team players -we treat everyone with respect and understand that we succeed collectively, not as individuals.
<b>Communicate:</b>	We communicate in a timely way with clarity, respect and transparency.
<b>Customer Focus:</b>	We seek to provide consistent high-quality experiences that customers will remember.
<b>Employee Focus:</b>	We seek to reward and recognise excellence and innovation within our employees.