

## Non-Residential Activity Leader

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| Position                       | Non-Residential Activity Leader  |
| Reporting to                   | Non-Residential 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. This Activity Leader position is Non-Residential. There are summer 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 Non-Residential Activity Leader (NRAL) 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 social 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 homestay activity programme.
- Promote the homestay 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 Non-Residential Activities Manager to create Activity Packs.
- Consult the Risk Assessments before each activity.
- Support the Non-Residential 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 Non-Residential Activities Manger to create Excursion Packs.
- Consult the Risk Assessment before every excursion.
- Remain alert to ensure the students stay safe.
- Ensure students are aware of all meeting points when traveling from host families

### **Student Welfare**

- Be allocated a specific student group for the week
- Actively supervise lunchtimes at the school on a rota basis.
- Collaborate with team members to ensure safety and security within the school building.
- Ensure students know meeting points when traveling from host families
- Report any safeguarding concerns immediately to the Centre Manager
- Be vigilant and alert towards the well-being of homestay students
- Support Management to ensure that students' complete arrival, departure and welfare – homestay experience questionnaires
- 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.
- Maintain a professional attitude and appearance when meeting host families during the transfer process

### **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 Learners Child Protection and Safeguarding Policy.
- Ensure student ratios are maintained in accordance with site rules BSC Young Learners 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 Non-Residential Activity Leaders are required to:

- Attend onsite induction to be hosted by Centre Management.
- 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 Non-Residential Centre or Activities Manager.

***\*If your interview is successful, you will be invited to attend one of BSC YL's 'Assessment Days' for all 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 non-residential educational setting
- 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)
- Living within a commutable distance to the homestay 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 paid by the hour which is dependent on experience. Pay scale available on request.
- 42-45 hours per week. Some working hours may be unsociable due to evening activities, and varying times of student arrivals/departures.

- There is at least one full day off per week. (To be agreed with the Centre Management at the centre.)
- Non-Residential Activity 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

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| <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.                                      |