

## Activity Leader

Job Title	Activity Leader
Line Manager	Activity Manager
Pay Rate	Competitive salary + accommodation, full board and holiday pay Fully paid training weekend with First Aid course
Dates	July – August
Contracts	Fixed-term contracts of 4-weeks/some 2 or 3 week contracts also available
Hours	48 hours per week over 6 days Evening and weekend work required

### Overview of Role

We run junior residential summer courses for students aged between 8 – 18 who come to the UK to experience British culture, visit new places, have fun and improve their English language skills. We have students from all over the world; Italy, Spain, France, Portugal, Russia, Ukraine, Qatar, Argentina, Israel and China to name a few.

Activity Leaders are at the core of our activities programme. The role requires enthusiastic, personable and energetic individuals to help organise and prepare the social programme (individual to each centre), run activities, take students on trips and excursions and ensure that our students have a memorable, fun and safe time. We encourage students to speak English at all times whilst on activities and excursions and Activity Leaders are expected to engage with all students and ensure that English is being practiced.

On weekdays students have classes in either the morning or afternoon. The rest of the time is spent with Activity Leaders on local visits, excursions or on-site activities. It is a busy programme and there is always something to do, so the ideal Activity Leader is well-organised, confident and fun, with a can-do attitude and is always happy to get involved.

In each centre we run a busy, varied and exciting activity programme, aimed specifically at teenagers. An important aspect of the activity programme is for students to learn about the local history and culture of the area in which they are staying and the UK in general. We combine activities and English language learning through the use of our Activity Books, individual to each location, and to be used by the students on each trip. It is part of the Activity Leader's duties to encourage use of these books and to assist the students. We also offer Street Dance and Drama workshops led by qualified instructors and supported by activity leaders.

## Main Duties and Responsibilities

- Attend on-site induction prior to the students' arrival
- Welcome groups to the centre and assist with student inductions
- Assist with the planning, preparation and organisation of activities under the guidance of the Activity Manager
- Actively advertise, promote and explain the activity programme to students and their group leaders
- Confidently lead sports and other activities
- Lead excursions to tourist destinations either alone or as part of a team
- Conduct interactive walking tours around cities (information provided)
- Enthusiastically participate in activities and excursions in order to encourage student participation
- Engage with and motivate students during activities and excursions, in order to foster positive learning outcomes and use of English
- Utilise the Activity Books and actively promote the use of them whilst on excursions
- Set up, monitor and report back on the excursion tasks that students are required to undertake
- Read and understand risk assessments for all sports, activities and excursions
- Record attendance on trips and excursions
- Ensure the health, safety and welfare of students at all times, reporting any issues to the Activity Manager
- Maintain adequate levels of discipline both in and out of activity sessions, reporting any inappropriate or disruptive behaviour to Activity Manager/Centre Manager
- Supervise meal times on a rota basis and generally supervise students on campus outside of activities.
- Residential staff: Performing evening patrols on a rota basis, ensuring students go to, and stay in, bed
- Assist students and group leaders with any special requests (e.g. student birthday announcements)
- Comply with all Target English International regulations, policies and procedures
- Co-operate with all Target English International staff and host college staff
- Contribute to the smooth running of the centre
- Represent Target English International professionally at all times
- Attend all staff meetings
- Assist with Trinity examination days, as required by the Director of Studies
- Any other reasonable/appropriate duties as required

*This description is intended as a guide only to the main duties of your job and the principal terms of employment.*

**Sample student day (with morning lessons)**

07:30 Wake Up	08:00–08:30 Breakfast	09:00–10:30 Lesson 1 & 2	10:30–11:00 Break	11:00–12:30 Lesson 3 & 4
<b>12.30 -14.00 - Lunch</b>				
14:00–17:00 Activities	17:00-18:30 Dinner	18:15–19:45 Drama or Street Dance Workshops	20:00-22:30 Evening Activity	23:00 Bedtime

## Person Specification

	Essential	Desirable	How Assessed
Education	<ul style="list-style-type: none"> <li>No specific qualifications but good standard of education required</li> </ul>	<ul style="list-style-type: none"> <li>Sports Coaching Certificates</li> <li>Duke of Edinburgh Awards</li> <li>Safeguarding Certificates</li> <li>Other Leadership awards</li> </ul>	Application Form Certificates
Knowledge	<ul style="list-style-type: none"> <li>Able to communicate clearly and coherently in English</li> <li>Awareness of Customer Service</li> <li>Basic understanding of Microsoft Office (Word, Excel, etc) and general IT knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the local area at the centre you are applying for</li> <li>Knowledge of the UK, its history and culture</li> </ul>	Application Form Interview
Experience	<ul style="list-style-type: none"> <li>Must demonstrate a genuine interest in working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in summer schools</li> <li>Experience working or volunteering with children and teenagers</li> <li>Customer Service positions</li> <li>Organisation of events or excursions</li> <li>Leadership positions</li> <li>Speaking and presenting to large groups</li> </ul>	Application Form Interview
Qualities	<ul style="list-style-type: none"> <li>Proactive</li> <li>Motivated</li> <li>Communicative</li> <li>Organised</li> <li>Confident</li> <li>Enthusiastic</li> </ul>		Interview
Abilities	<ul style="list-style-type: none"> <li>Able to walk for extended periods of time</li> <li>Able to confidently speak to large groups of people</li> <li>Flexible and able to adapt to change</li> <li>Able to lead and take initiative</li> </ul>		Application Form Interview

## Safeguarding

In line with safer recruitment, where roles require responsibility for, or substantial access to, under 18s, our recruitment procedure includes the following:

- All references will be followed up
- Reference requests ask specifically whether there is any reason that [the applicant] should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- All gaps in employment history must be explained satisfactorily
- Proof of identity and right to work in the UK must be shown at interview
- Proof of identity and copies of qualification certificates must be sent to head office prior to starting work and original copies must be taken to the centre
- Suitability checks (Enhanced DBS checks or overseas equivalent) will be required prior to confirmation of appointment.
- Staff will complete online Safeguarding and Prevent training

## How to apply

If you feel you meet our requirements, please find our application form on the Work With Us page of our website <http://www.targetenglishinternational.com/work-with-us/> and email your completed form, along with a brief covering letter stating your availability and centre preference to Lucy Donnelly ([l.donnelly@targetenglishinternational.com](mailto:l.donnelly@targetenglishinternational.com)). If you would like to discuss the role informally, please call Recruitment on 01482 214955.