

In our [2018 British Council inspection](#) we were awarded 14 strengths out of a possible 15.

## Job Overview

You will be responsible for planning and leading afternoon activities (e.g. arts & crafts, team building games, dance, sports days) for international students aged 7-13. In the mornings you will supervise break-times and assist with supervision on museum trips and in the classroom. You will also have administrative and welfare duties.

## Person Specification

<b>Role Title</b>	Activity Leader		
<b>Reporting to</b>	Centre Manager/Director of Studies		
<b>Dress Code</b>	Smart casual (i.e. No casual jeans, T-shirts, shorts or open sandals). When supervising activities, you will wear sportswear (no short shorts or revealing T-shirts)		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Sports coaching qualification</li> <li>First Aid qualification <i>(Discovery Summer will pay for a 1 day First Aid course if necessary)</i></li> </ul>	<ul style="list-style-type: none"> <li>Proof of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to independently lead sessions in e.g. sports, art, dance, drama, tech related activities, photography and music</li> <li>Proven experience in supervising and motivating children/teenagers</li> <li>Committed to safeguarding children and can be trusted to ensure that their safety and welfare is the priority</li> </ul>	<ul style="list-style-type: none"> <li>Working with international students</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Very good interpersonal skills and genuinely enjoy working with young people</li> <li>Provides a clear and accurate model of the English language</li> <li>Capacity to work alongside colleagues, contributing effectively to a team</li> <li>Good administrative skills</li> <li>Ability to work comfortably in a fast paced, intensive environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of organising events</li> <li>Experience in behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Personal attitudes and qualities</b>	<ul style="list-style-type: none"> <li>Confident in leading groups, and speaking in front of large groups of people</li> <li>Resourceful and can take the initiative</li> <li>Open to receiving feedback and want to develop new skills</li> <li>Are creative, energetic and fun</li> </ul>		<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>

## Course Dates

Course Centre	Staff Induction and Set Up	Course Dates	Contract Length + pre-course induction	Age Range
London - Queen's Gate Kensington	Saturday 22 June, Sunday 30 June	Monday 1 July – Friday 9 Aug	4-6 weeks	7-13 years

## Working Hours

- Students are on site Monday - Friday from 09.00 –17.00
- On 3 mornings a week you will need to arrive by 08:30, on 2 mornings by 09:30
- You will normally finish by 17:15
- You may occasionally be asked to arrive earlier and/or leave later if necessary

## Salary and benefits

- **£385 per week + £15 supplement for qualified first aiders**
- Two day paid induction (pro-rata)
- Statutory holiday pay: **£46 per week** (calculated at 12.07% of gross salary)
- Work as a part of a strong team, gain experience working with international students, develop new skills

## Pre-Course

- Read the Staff Handbook and raise any queries you may have with your line manager
- Attend the course induction on Saturday 22 June and help set up the course centre on Sunday 30 June 2019.

## Supervision duties

- Plan and supervise activities for 2 hours each afternoon (e.g. arts & crafts, team building games, dance, sports days)
- Supervise students during break/lunch times maintaining good discipline and ensuring communal areas are kept clean and tidy
- Run the Tuck Shop
- Assist teachers with supervision of students on local museum visits
- Assist teachers in the classroom if required

## Admin/Customer service

- Welcome students (aged 7-13) and their parents/guardians at the school entrance and take morning register
- Help staff with general duties (e.g. showing new students to their classroom, photocopying, updating noticeboards, preparing end of course certificates, assisting with end of week presentations)

## Publicity (in conjunction with other staff)

- Take weekly class photos and order them in time for Friday presentations
- Take photos of activities and update the blog

## Other duties

- Act as a nominated first aider (Discovery Summer will pay for a 1 day first aid course if necessary)
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

## **All Discovery Summer Staff must:**

- Commit to safeguarding and promoting the welfare of all course participants (students, staff, group leaders and Discovery Summer visitors) at all times
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Complete all documentation as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner so as to uphold the good reputation of Discovery Summer

## **Discovery Summer's policy regarding alcohol, smoking and substance abuse**

You are working with children. Consuming alcohol and substance abuse are not permitted at any time in the building or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

Last updated: 13/12/2018