

**Activity Leader, Residential 2019**

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

**Job Overview**

You will be responsible for planning, leading and assisting with a wide range of activities on campus. You will guide and supervise students on excursions. You will also assist with other duties e.g. wake up/bed time duties, meal time supervision. You will assist with other duties as required. If you are suitably qualified, you may also coach tennis or work as a lifeguard.

**Person Specification**

<b>Role Title</b>	Activity Leader		
<b>Reporting to</b>	Social Director and Course Director		
<b>Dress Code</b>	Smart casual when not supervising activities 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> <li>Full driving licence and own car and willingness to use for business purposes (<i>Business insurance and mileage will be covered by Discovery Summer</i>)</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>Readiness to assist with pastoral duties on residential courses</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> <li>Previous experience working in a residential setting</li> </ul>	Application form Interview Professional references
<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</li> </ul>	<ul style="list-style-type: none"> <li>Experience of organising events</li> <li>Experience in behaviour management</li> </ul>	CV and application form Interview Professional references

	a fast paced, intensive environment		
<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>		CV and application form Interview Professional references

### Course Dates

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length + pre-course induction	Age Range
<b>Radley College</b> Oxfordshire (11-14 and 14-17 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 14 Aug	1, 2, 3, 4 or 5 weeks	11-14 or 14-17 years
<b>Shrewsbury School</b> Shropshire (12-16 years)	Monday 1 July Tuesday 2 July	Wednesday 3 July – Wednesday 31 July	3 or 4 weeks	11-16 years
<b>ACS Cobham</b> Surrey (12-16 years)	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	12-16 years
<b>Woldingham School</b> Surrey (8-13 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 7 August	2 or 4 weeks	8-13 years
<b>Marymount International School</b> Kingston-upon-Thames (8-13 years)	Thursday 27 June Friday 28 June	Saturday 29 June – Saturday 3 August	3, 4 or 5 weeks	8-13 years
<b>Winchester College</b> Hampshire	Saturday 13 July Sunday 14 July	Monday 15 July – Monday 5 August	2 or 3 weeks	14-17 years

### Working Hours

- You will work a 6 day week
- You will have one 24-hour period off per week plus additional time off during some working days
- Whether you are on or off duty, you will be expected to put the welfare of the students and staff first
- You will be asked to sign a waiver regarding the 48-hour working week.

## Sample Rota

The greyed in areas show where an Activity Leader is 'on duty'. NB: Each centre has a slightly different rota

	Wed 26	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
M1	07:30 08:45	Wake-Up & Breakfast	Wake-Up & Breakfast	Wake-Up & Breakfast	Wake-Up & Breakfast	Late Wake-Up and meeting	Wake-Up & Breakfast	Wake-Up & Breakfast
M2	08:45 09:10	Morning meeting	Morning meeting	Morning meeting	Morning meeting		Morning meeting	Morning meeting
M3	09:10 10:40	English Skills	English Skills	English Skills	English Skills	Late Breakfast	Excursion to London	English Skills
Br	10:40 11:00	Break	Break	Break	Break	English Workshops		Break
M4	11:00 12:30	English Skills	English Workshops	Excursion to London	English Skills	Supervised free time	Supervised free time	English Skills
M5	12:30 13:00	Supervised free time	Supervised free time		Supervised free time			Supervised free time
A1	13:00 13:45	Lunch	Lunch	SSOs / Multi-Activities	Lunch	Lunch	English Workshops	Lunch
A2	13:45 15:00	Multi-Activity	SSOs / Multi-Activities		Clubs	SSOs / Multi-Activities		English Workshops
A3	15:00 15:15							Break
A3	15:15 16:30		Clubs		Clubs			
A5	16:30 18:00		English Workshops					
E1	18:00 18:45	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
E2	18:45 19:15	Supervised free time/get ready for evening	Supervised free time/get ready for evening	Supervised free time	Supervised free time/get ready for evening			
E3	19:15 20:30	Water Wars (Team Challenge)	Casino Night (Indoor Games)	Chill Out in House (Films/Games)	Hunger Games (Team Challenge)	Super Heroes (Team Challenge)	Chill Out in House (Films/Games)	Leavers Party
E4	20:30 20:45	Meeting/wind down	Meeting/wind down	Meeting/wind down	Meeting/wind down	Meeting/wind down	Meeting/wind down	Meeting/wind down
E5	20:45 21:30	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

## Salary and Benefits:

- **£375 gross per week** (£15 supplement per week for First Aid Qualifications/NPLQ which will be valid in the summer)
- Full board accommodation is provided– worth **£52.85 per week**
- Statutory holiday pay: **£45 per week** (calculated at 12.07% of gross salary)
- Discretionary end of contract/performance bonus
- Two day paid induction (pro rata)
- Relevant training e.g. First Aid
- Exciting opportunities for professional development e.g. performance review, peer observation, team teaching
- Weekly INSET sessions on a range of topics e.g. planning activities, engaging juniors, motivating teenagers

## Pre-course Duties

- Read the Staff Handbook and Discovery Summer publicity materials (brochure, website, blogs)
- Reply to emails from your Course Director and Social Director so that they can get to know you and allocate you to activities (usually in June)
- Come to the centre with as many interesting ideas for the programme as you can
- Attend the course induction and help set up the course centre.

## Activity and Excursion Duties

The social programme includes a wide range of fun, interesting, challenging and safe afternoon and evening activities suitable for a wide range of abilities.

- **Afternoon activities (usually 15 students per group):** Plan, lead and supervise afternoon 'Multi-Activities' (*different sessions every day e.g. art & design, cookery, dance, drama, IT & Tech, music, sport*) or 'Clubs' (*2-3 times a week e.g. British sports, Science Club, Musical Theatre*). We will allocate activities to match your skills/interests. There will be opportunities for you to develop new skills.
- **Evening activities (usually whole student body):** Work with other Activity Leaders once or twice a week to plan and run an evening event *e.g. British summer fair, team challenges, quizzes, talent shows*. On other evenings, you will supervise the activity while others lead.
- **Excursions:** 2 per week. Organised by the Social Director who will brief you and hand out an information pack before the excursion. You will be assigned one day group of approximately 15 international students. You will guide, motivate and supervise them, passing on interesting information about the destination and ensuring that they complete set tasks.

**At all times, you will**

- Have the students' health, safety and welfare and their needs as a priority
- Ensure nationality groups mix as much as possible
- Exploit every opportunity for students to learn and practise English

**Administrative duties**

- In conjunction with the Social Director, prepare plans for activities in accordance with Discovery Summer guidelines
- Keep accurate registers, records of activities and details of student behaviour, welfare and disciplinary issues using the Discovery Summer Portal as required
- Where required, contribute to the centre blog with fun, informative and interesting material.

**General/Pastoral Duties**

- Attend and participate in daily staff meetings
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required
- Sleep in a room in close proximity to students and do wake-up/bedtime/mealtime duty as required. You will be accommodated at the course centre normally in a single room in a student residence
- Ensure the safeguarding and welfare of students at all times; supervising students as required and responding sensitively to any pastoral matters
- 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, English student hosts, 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 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 on campus 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: 19/11/2018