**ACTIVITY LEADER JOB DESCRIPTION**

SBC Activity Leaders are an integral part of a successful summer, their presence around the school and the ability to engage with the students in a friendly yet professional manner ensures students are happy and safe throughout their stay.

The importance of the Activity Programme at a residential summer school cannot be underestimated. The success or otherwise of the afternoon & evening activities has a huge impact on how the students interact with each other, which ultimately contributes to their overall summer experience. Activity Leaders enthusiasm in the promotion and delivery of the Activity Programme helps foster a positive and energetic atmosphere at the school. This is crucial in helping students form friendships, create positive life long memories and simply, have a great time!

**Hours of Work:**

The SBC day is split into 3 sessions; being a morning, afternoon and evening, Activity Leaders work a 15-session week. These sessions are spent leading the Activity Programme, planning and preparing activities, or on general duties.

On non-excursion days, the Social Programme Coordinator and the Activity Leaders will meet at 11am to plan and prepare upcoming activities so that the Activity Programme is in place well in advance.

Activity Leaders will be expected to take increasing ownership and responsibility for the design and implementation of the Activity programme as the summer progresses. Where appropriate leading evening and afternoon events while directing colleagues to support them in the running of these activities.

Outside of scheduled sessions, staff are responsible for attending any necessary meetings and ensuring the safety and wellbeing of the students at all times. As part of the weekly pastoral duties, Activity Leaders will also perform House Duty up to three times per week, assisting their House Parent in the boarding houses. Activity Leaders will receive one full day off per week.

**Pay:**

£425 per week

**Contract Dates**:

Various - depending on school and position

Between 6th July and 20th August

**Main Activity Duties:**

The Activity Leaders report directly to the Social Programme Coordinator and must:

* Design, prepare and lead daytime activities and evening events
* Work to ensure all students are engaging fully in the activity programme
* Lead groups of students on excursions, following the pre-planned itinerary
* Take responsibility for the promotion of activities
* Ensure that the students are safe at all times during an activity or on an excursion
* Assist the management in the effective day to day running of the centre
* Attend pre-course staff induction arranged by SBC

**General Duties:**

All members of staff have a general duty of care for the students at the summer school and as such will be expected to carry out the following duties:

* Help transfer students to and from the airport
* Actively supervise and interact with students during meal and break times
* Escort students to their boarding houses and supervise while in the houses, as part of weekly pastoral duties alongside House Parent
* Work toward fostering a welcoming and positive atmosphere in the boarding houses
* Assist at any time, whether on duty or not, with an emergency situation, or where a student is ill or injured
* Engage with the students outside of classes and assigned activity sessions in a friendly but professional manner
* Help ensure that the students do not breach the rules of the school
* Empower Students to successfully engage in programme while helping develop their independence, confidence and social skills
* Provide feedback on your experiences during and also at the end of summer.

**PERSON SPECIFICATION**

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a real interest in working with children and in particular a strong empathy for working with international children.

In general, we look for staff to be:

* Approachable
* Empathic to the needs of students
* Enthusiastic
* Diplomatic
* Responsible
* Flexible

Although Activity Leaders are not required to teach the English language lessons, we do expect them to be able to communicate effectively with our students, using an appropriate level of language to suit the group. When an Activity Leader is running an activity session, it is crucial for them to get the students organised and engaged in the activity as quickly and efficiently as possible. We expect Activity Leaders to take control of students and deal with discipline and behaviour management in a positive and constructive manner. Activity Leaders will receive training during the pre-course staff induction to support this behaviour management.

Must have…

* Experience in leading or coaching groups of children in a professional capacity
* Experience of, and genuine enjoyment of working with children
* Strong communication skills, ability to work under pressure, flexibility
* Ability to take control of and lead a group of children on activities and during excursions

Would help…

* Qualifications and experience in leading young people in either tennis, dance, performing arts, music or arts & crafts
* First Aid qualification
* Life guard qualification
* Experience and qualifications in coaching other sport

Safety and welfare of the students is of paramount importance at all times and this should be the **priority** of all staff, with particular thought and attention paid to managing students while off-site, which will often be in busy public places. Activity Leaders must understand the importance of and demonstrate the ability to ensure the welfare and safety of students in all situations.

Activity Leaders must be friendly and must demonstrate a genuine ability and interest in engaging with students at all times. They must be hardworking, flexible and will most certainly require a good sense of fun!

**Should you be successful...**

* We will require the details of two recent and relevant referees who we will contact
* Any gaps in your CV will be enquired about, and must be explained satisfactorily
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children
* Official identification and certificates (either originals or certified copies) will be required for our records

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*