



Activity Leader

Job Description: Junior Summer Centres

Join our Award-Winning Team!

We are an English language school with a reputation for quality. We were established in 1976, and since 1997 have also been running summer junior centres in various locations across the UK.

Our main school in Southampton and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK. We proudly describe ourselves as a 'boutique' school – independent, customer-focused and high in quality. Indeed, we received Centre of Excellence awards from EL Gazette for both our main school and summer junior centres.

You'll be part of a dynamic, creative and high-achieving team.

Introduction to our Junior Programmes

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled and purposeful activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon, and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

Working Week

Activity Leaders typically work 6 days per week, with at least 1 full day off per week. Working hours include activities, trips, excursions, supervision duties (mealtimes, breaks, night duties etc). Non-residential staff will not be required to carry out night duties or breakfast supervision.

Main Duties / Responsibilities

- To have read and understood the staff handbook and be fully compliant with our policies for the welfare and protection of children
- To participate in the staff induction day (paid as part of normal weekly hours)
- To enthusiastically promote and execute the Activities Programme
- To set up and lead activities and trips
- To ensure adequate preparation for all sessions
- To guide students on trips
- To attend all activity and trip briefings
- To maintain proper levels of student discipline, safety and welfare

- To carry out residential supervision duties, including meal and bedtime supervision and guardian duties

Please note that this position will require significant amounts of walking on guided tours, and carrying equipment and moving furniture for indoor activities.

This position reports to the Activities Manager

Person Specification

Essential

Enthusiasm, flexibility and good interpersonal skills
Ability to work in a high pressure environment
Excellent organisational and time management skills
Ability to work as part of a team
Superior social skills

Ideally you will have

First aid qualification
Experience working with or supervising minors
Residential experience

Weekly Pay for Activity Leaders

Based on a full time contract (48 hours per week):

Age 18-20: £280 per week (residential staff), £309.14 per week (non-residential staff)
Age 21-24: £349.71 per week (residential staff), £380.57 per week (non-residential staff)
Age 25+: £367.43 per week (residential staff), £398.29 per week (non-residential staff)

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

Returning staff may be eligible for a loyalty bonus of £20 per week

You must be eligible to work in the UK and you will need to provide, or agree to undergo, a Criminal Records DBS Check, and to undertake training in Safeguarding for Child Protection Level 1.

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