



Evening Activities Co-ordinator

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.

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 – with particular responsibility for the evening programme
- To bring design and flair to the delivery of activities
- To set up and lead activities and trips
- To ensure adequate preparation for all evening sessions
- To guide students on trips
- To attend all activity and trips 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
- To assist with centre administration as directed
- To supervise student behaviour both on and off campus
- To look after the equipment and ensure it is returned at the end of each activity session.

Requirements

- Interest in and ability to organise activities such as arts & crafts, talent shows, discos, parties etc.
- Ability to stay calm under pressure and adapt quickly to change
- Previous summer school experience
- Ability to address large groups of people
- Creative and enthusiastic
- Effective communicator
- Flexible and a team player

Please note that this position may require significant amounts of walking on tours and evening activities, carrying equipment and rearranging furniture.

This is a senior activity leader role. This position reports to the Activities Manager and Centre Manager.

This job description is not exhaustive - other tasks and responsibilities may become apparent during the course of employment and this will be reviewed in regular appraisals.

Other Information

Remuneration is £431.31 per week.

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

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.

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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