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**Malvern House International Ltd**Company number: **03848072****Malvern Juniors, 20 queen's Road,****Brighton BN13XA****Phone: +441273661575**Email: [brighton@malvernplc.com](mailto:brighton@malvernplc.com)

## **Job description: Assistant Activity Leader – Senior-**

**Line Manager:** Activity Manager**Line Manager Reports to:** Centre Manager**Responsible for:** Help organise and run the leisure programme with Activity Leaders. They are responsible for making sure all students (usually aged 12-18) are safe, happy and participating in all activities.**Purpose:** To ensure that participants enjoy a rich and varied social programme in which English language use is developed, stimulated and encouraged. Cover another leader when he/she is absent.

### **RESPONSIBILITIES AND TASKS**

#### **GENERAL**

- Wear the Language in Action uniform.
- Ability to speak English clearly and confidently to large group of people.
- Attend a training day, or days, prior to the start of the course, and thereafter to attend any staff meetings deemed necessary by the on-site management team.
- Act in a professional and appropriate manner with all of LiA/Malvern Junior's agents, clients, students, host campus staff, and LiA/Malvern Junior staff; furthermore, not to engage in any activity which may bring LiA/Malvern Junior or the designated host campus into disrepute.
- Read, be fully conversant with, and act in accordance with the staff handbook, company policies, relevant Child Protection documents and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment). Remaining vigilant in all matters of student welfare and reporting issues or concerns to an appropriate member of staff.
- Act at all times in accordance with the company policies outlined in the staff handbook and with the safeguarding policy to ensure the safety and well-being of all the students under the age of 18. Maintaining an approachable, but professional and appropriate attitude towards all students, group leaders and staff.
- Ensure that the company's Health and Safety guidelines are followed, both on campus and when students are on off-site excursions.
- Ensure that students adhere to the code of conduct laid down by the company and report any incidents of misbehaviour to the appropriate member of staff.

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## ACTIVITIES

- Familiarise yourself with the campus of the centre where you are based, and also the nearest town or local area.
- Help the Activity Leader to welcoming the students during the arrival day and help them with luggage, allocation rooms.
- Liaise with the team of LiA/Malvern Junior staff at the centre and develop a friendly and co-operative atmosphere. Engage with the students in a friendly but professional manner.
- Read, understand and be prepared to action LiA/Malvern Junior policies to the Activity Leader role and to the student welfare, particularly to Safeguarding Policy.
- Assist with student arrivals, conduct a tour of the campus, and help with student arrival / departures as required by the Centre Manager. Assist with meal and curfew duties as and when instructed. This will sometimes involve late night work.
- Work closely with Senior Activity Leader to manage activity or excursions with the Activity Manager' supervision.  
Participate in day time and evening activities.
- Help to prepare and update the MJ/LiA notice boards and signs around the centre to ensure students and leaders are kept informed and that MJ/LiA is a visible presence on the campus.
- Assist the Senior Leader and the Management Team with any administrative or organisational tasks
- Sufficiently prepare and research excursions and activities, using provided information packs, in order to deliver the most informative and organized product to students and group leaders.
- Ensure you have all the necessary information to lead excursions and give informative and engaging talks at appropriate points whilst on excursions.
- Take regular attendance checks, count all students on and off coaches, in and out of attractions, and report any problems immediately to the Activity Manager / Centre Manager.
- Work closely to the Activity Leaders to create a proper leisure programme.

## PERSONS SPECIFICATIONS

### QUALIFICATIONS

#### Essential

- DBS check/Police Check or similar according to your country
- Very good level of spoken and written English
- 18 aged and over
- Eligibility to work in UK

#### Desirable

- Any sports/arts/dance experience or certificate

### SKILLS, KNOWLEDGE AND ABILITIES

- Excellent communicators
- Can do approach to work
- Ability to work under pressure
- Ability to work with young learners

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## **PLEASE NOTE**

Short-term language courses by their very nature require a degree of flexibility. The tasks outlined in this job description are subject to change and it is expected that all Language in Action staff will assist in any tasks deemed necessary for the successful running of the centre and for which they can be considered qualified.

## **PAY AND CONDITIONS**

Activity Leaders will be paid £231 gross per week. Working hours vary from centre to centre, and according to student numbers. Typical working hours for an Activity leader are 30 hrs per week and will involve weekend working. Holiday will be accrued in accordance with UK laws and regulations.

It would be to your advantage to open a British bank account otherwise the only option we have for foreign account is to pay you at the end of the working period. If you have a British bank account you will be paid every two weeks.

## **ROOM AND BOARD**

Lunch will be provided at no extra cost to the Activity Leaders. Full board accommodation including single room, breakfast, lunch, and dinner is provided. Employees living on-site will be expected to assist with extra duties, including early morning departures, late arrivals and curfew supervision.

## **HOW TO APPLY**

To apply for this position, fill up the application form you find on our website (website address below) and send a CV to [recruitment@languageinactionltd.co.uk](mailto:recruitment@languageinactionltd.co.uk) use the link on the website to send a copy:

<https://www.languageinactionltd.co.uk/work-for-us>

## **SAFER RECRUITMENT POLICY**

Language in Action operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV and 2 positive references.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees will be expected to provide proof of identity and all relevant qualifications (Originals only) – photocopies will be taken for our records. All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors.