

Job Description

Assistant Activity Leader

LANGUAGE IN ACTION

Originally established in 2014, Language in Action is passionate about helping our students put their language skills to good use, by giving them unique learning experiences at our schools in the UK.

We put students in situations where they actively use their knowledge and their communication skills in real-life situations, and it's rewarding to see them using language in action. With our programmes, students gain so much more than classroom learning. Our students gain life experience, and a deeper understanding of the culture of the UK.

As part of Malvern International, Language in Action is perfectly placed to offer exciting and dynamic study experiences inside and outside the classroom.

OUR MISSION

Our mission is to provide international students with essential academic and English language skills, cultural experiences and the support they need to thrive in their academic studies, daily life and career development.

OUR VALUES



Line Manager:

Activity Manager/Welfare Officer

Line Manager Reports to:

Centre Manager

Responsible for:

Help to organise and run the leisure programme with Activity Leaders. They are responsible for making sure all students (usually aged 14-18) are safe, happy and participating in all activities. Responsible for welfare and safeguarding of all students in the centre and in any other activity if necessary.

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.



General Responsibilities and Tasks

- 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 International's agents, clients, students, host campus staff, and LiA staff; furthermore, not to engage in any activity which may bring LiA/Malvern International 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.
- Be involved in any activity necessary for the smooth running of the centre and to improve students' experience.
- Take part in LiA social activities and events..

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 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 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.
- Cooperate with activity leaders on activities and excursions with the Activity Manager' supervision. Participate in day time and evening activities.
- 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.

SAFEGUARDING DUTIES

- Liaise with GLs to ensure all students are at the meeting points, and report to line manager if they can't participate in any activities.
- Supervise students on all activities (both on campus and excursions) and during meals.
- Patrol corridors to ensure all students respect the curfew.
- Report any safeguarding issue to line manager.
- Ensure students are supervised before leaving any activities.
- Work in accordance with safeguarding policy and apply it to all activities.

Person Specification

QUALIFICATIONS

Essential:

- DBS check/Police Check or similar according to your country
- Very good level of spoken and written English
- 16 aged and over
- Computer literate with emphasis on Microsoft Office, Word, Excel, Outlook
- Eligibility to work in UK

Desirable:

- Any sports/arts/dance experience

SKILLS KNOWLEDGE AND ABILITIES

- Excellent communicators
- Can do approach to work
- Ability to work under pressure and in a stressful environment
- Ability to work with young learners

PLEASE NOTE

Short-term language courses by their very nature require a degree of flexibility. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the the company the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

ROOM AND BOARD

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.



PAY AND CONDITIONS

Weekly salary: **£193.20** (gross salary).

Holiday will be accrued in accordance with UK laws and regulations. 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/late evening working. 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. All the international bank fees are paid by the employees and deducted from the salary. If you have a British bank account, you will be paid every four weeks.

HOW TO APPLY

To apply for this position, fill up the application form you find on our [website](#) and send a CV to recruitment.lia@malvernplc.com.

SAFER RECRUITMENT POLICY

Language in Action is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders and members of staff to share this commitment.

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

All applicants will be required to supply an up-to-date CV (all gaps will be investigated) and the contact details of 2 suitable references (including former employers) which will be followed up prior to employment. The referees will be asked specifically about applicant's suitability to work with children.

All staff 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. If applicants lived for more than 3 months in different countries within the previous 5 years, they will be required to provide a police check from each different Police country Department.

All staff will be required to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records. They will also be required to sign a 'Suitability to work with Children Declaration' to state that they are not barred from working with minors.

Offers of employment are subject to two satisfactory references and a satisfactory Enhanced DBS / police check.