
Language in Action

(part of Malvern International)

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Job description: Activity Leader

Line Manager: Activity Manager/Welfare Officer

Line Manager Reports to: Centre Manager

Responsible for: Help to organise and run the leisure programme. They are responsible for making sure all students (usually aged 12-18) are safe, happy and participating in all activities.

Purpose: The main role of an Activity Leader is to engage with the students and, in turn, make sure that the students engage with all aspects of the programme—classes, activities and excursions. This means communicating, interacting, and generally being alongside the students and making sure they are happy, involved and having fun.

Cover another leader when he/she is absent.

RESPONSIBILITIES AND TASKS

GENERAL

- Represent the company professionally at a local level. Act in a professional and appropriate manner with all of LiA/Malvern International's agents, clients, students, host campus staff and LiA staff; not to engage in any activity which may bring LiA/Malvern International or the host campus into disrepute.
 - Wear the Language in Action uniform.
 - 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 always 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.
- 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. Cooperate with group leaders on activities and excursions with the Activity Manager supervision.
- Ensure you know the Safety procedures and potential risks involved on each excursion.
- Supervise lead and participate in daytime and evening activities.
- Supervising during breaks and lunch/dinner time and during evening activities if residential.
- Assist with Fire drills in both campus and school.
- 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 if residential.
- Be responsible of the students' security on-site and off-site. Organize with Activity Manager' supervision and participate in daytime activities and excursions, such as walking tours, museum visits, sports afternoons and coach excursions.
- 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.
- 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.
- Help to prepare and update the LIA notice boards and signs around the centre to ensure students and leaders are kept informed and that LIA is a visible presence on the campus.
- Assist the centre office staff with any administrative tasks as they see fit.
- Summer centres are very busy places and there may be duties to perform in addition to those detailed above. Flexibility and common sense are fundamental attributes for this position.

PERSON SPECIFICATIONS

QUALIFICATIONS

Essential

- Very good level of spoken and written English
- DBS check/police check or similar according to your country
- Computer literate with emphasis on Microsoft word, Excel and Outlook
- Eligibility to work in UK

Desirable

- Any sports/arts/dance experience
- Safeguarding

SKILLS, ABILITIES AND KNOWLEDGE

- Excellent communicators
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- Can do approach to work
 - Ability to work under pressure
 - Energetic, sociable and enthusiastic

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

Weekly salary: **£382.20** (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 around 40 hrs per week and will involve weekend/late evening work. 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 two weeks.

ROOM AND BOARD

The position of Activity Leader is live-in. 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 emiliano.sallustri@malvernplc.com or 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. 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 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.
