



## Job Description

# Senior 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:

The Senior Activity Leader works with the Activity Manager to ensure that all on-site activities and off-site excursions are planned and organised properly and assist Centre Manager with administrative tasks when required. Delivering a safe, balanced, and entertaining social programme to international students, usually aged 14-18. 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. Be available to cover a Leader in case of absence.



## General Responsibilities and Tasks

- Represent the company professionally at a local level, implementing company policies and effectively/accurately communicating them to staff and the venue as necessary. 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 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.
- Establish a good working knowledge of the centre and surrounding area. Liaise with the team of LiA staff at the centre and develop a friendly and co-operative atmosphere.
- 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.
- Engaging with students in a friendly but professional manner.
- Ensure that the company's Health and Safety guidelines are followed, both onsite activities and excursions.
- Ensure that students and staff 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

- Ensuring that appropriate staff are allocated to the activities and that they are fully briefed on their role in the activity.
- Assisting in the organisation of student arrivals and departures; This may include checking arrival times, handling room allocations, giving a welcome talk, arranging the provision of food when necessary and a tour of a campus. On departures, checking rooms for damage and ensuring that buses leave in on time to make transport connections.



- Cooperate with the activity leaders who are accompanying students on activities and excursions.
- Leading the supervision of students during activities, excursions, working alongside activity leaders and other staff. Playing an active and visible role in leading activities.
- Be responsible of the students' security on-site and off-site. Organise 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.
- Participate wherever possible in activities and excursions.
- Supervise students during all meals, lessons break, evening activities.
- Assist with Fire drills in both campus and school.
- For residential staff, your role will include to supervise the students during activities, meals and free time they have which includes overnight supervision. To supervise the students, have packed meals and to check that any allergies have been catered for.
- 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.
- Count all students on and off coaches, in and out of attractions, and report any problems immediately to the Activity Manager.
- Sufficiently prepare and research excursions and activities, using provided information packs, in order to deliver the most informative and organised 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 with meal and curfew duties as and when instructed. This will sometimes involve late night work.
- Assist the Activity Manager with planning of the activities programme and excursions.

### **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.



## Person Specification

### QUALIFICATIONS

#### Essential:

- Very good level of spoken and written English
- DBS check/Police check or similar according to your country
- Numerical skills to undertake a variety of tasks, e.g. maintaining accounts for classroom activities, producing reports
- Literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence
- ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Operate relevant equipment / complex ICT packages (e.g. Microsoft Office, Word, Excel, Outlook)
- Eligibility to work in UK

#### Desirable:

- Any sports/arts/dance experience
- Safeguarding
- Activities leading experience

### SKILLS KNOWLEDGE AND ABILITIES

- Excellent communicators
- Can do approach to work
- Ability to work under pressure and in a stressful environment
- Energetic, sociable and enthusiastic
- Experience as manager in similar positions would be great
- Problem solving

### 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 company has 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: **£403.20** (gross salary).

The posts are offered on a residential full-board basis. Working hours will vary from centre to centre according to student numbers, frequency of intakes and staffing structures. Weekend/late evening work may be required. 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 your 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](mailto: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.