
Malvern House International LtdCompany number: **03848072****Malvern Juniors, 20 queen's Road,****Brighton BN13XA****Phone: +441273661575**Email: emiliano.sallustri@malvernplc.com

Job description: Senior Activity Leader

Line Manager: Activity Manager**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. Delivering a safe, balanced, and entertaining social programme to international students, usually aged 12-18.**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.

RESPONSIBILITIES AND TASKS

GENERAL

- 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 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 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/Malvern Junior staff at the centre and develop a friendly and co-operative atmosphere.
- Act in a professional and appropriate manner with all of LiA/Malvern Junior's agents, clients, students, host campus staff, and LiA/Malvern Junior's 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 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.

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- 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 adhere to the code of conduct laid down by the company and report any incidents of misbehaviour to the appropriate member of staff.

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 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/MJ notice boards and signs around the centre to ensure students and leaders are kept informed and that LiA/MJ 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.

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

Desirable

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

SKILLS, ABILITIES AND KNOWLEDGE

- Excellent communicators
- Can do approach to work
- Ability to work under pressure
- 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 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 **£403.20** gross per week. Typical working hours for an Activity leader are 40 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 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/MJ 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.