

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Course Director, in consultation with the postholder.

**Background & Job Summary**

Students attending our summer schools receive a combination of 15 hours English language tuition per week and a comprehensive programme of activities and excursions. You will be part of a team of Activity Leaders organizing and implementing the activity programme. You will also supervise and lead students ensuring they take part in the programme fully and safely. The activity programme comprises on-site daytime and evening activities alongside full and half day trips to places of historical and cultural interest.

An Activity Leader with an Arts and Crafts specialism will be expected to organise and run 3 Arts and Crafts based workshops or events per week as part of their 13 sessions.

**Responsible to** Course Director, Activity Manager

**Hours** Up to 44 hours per week to be worked over 13 activity sessions during a 6-day period. There will be at least 1 day off per week. Time off cannot usually be taken at weekends.

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**Person specification:**

- Aged 18 or over;
- Eligible to live and work in the UK;
- Outgoing personality – you will be required to motivate and engage young people so that they get the most out of the activity programme;
- Experience of setting up and leading Arts and Crafts-based events or workshops A teaching qualification in the Visual Arts or be working towards this qualification
- A degree in any of the Visual Arts or be working towards a degree in this subject area
- Good communication skills – you will be working with young people of different nationalities and background; you will need to give them instructions and also engage with them in order that they may improve their ability to communicate in English;
- Willingness and ability to work as part of a team;
- Leadership skills – you will have responsibility for groups of young people ensuring that they fully engage with the activities and do so safely;
- Flexibility and adaptability – we offer a range of activities to students and while we attempt to play to the strengths of activity staff this is not always possible; also activities may be changed at short notice;
- Reasonable level of physical fitness as the post requires substantial amounts of walking on excursions, and carrying of equipment in order to set up activities;
- Smart appearance.

**Main Duties & Responsibilities**

Activity Leaders are expected to:

- Work 13 sessions per week (see above)
- Organise and implement a wide range of activities during daytimes, afternoons and evenings as directed by the Activity Manager
- Organise and run 3 Arts and Crafts-based events or workshops per week
- Promote the activity programme
- Participate in, lead and supervise activities
- Take responsibility for, or joint responsibility for, excursions
- Guide students on excursions
- Accompany students and group leaders to and from the airport on their arrival/departure
- Supervise students during meal times as per the weekly rota as part of the 13 sessions to be worked
- Where required, assist group leaders settle students at the end of the night
- In some centres, patrol accommodation areas until lights out when children are settled
- Respond to general emergencies at all times
- Maintain proper levels of student discipline, safety and welfare