

International House London – Young Learners Job Description 2019

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

POST TITLE	Activity Coordinator (RESIDENTIAL)
LOCATIONS	International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB OR International House Oxford, St Edward's School, Woodstock Road, OX2 7NN
SALARY	£415 per week (plus 12.07% holiday pay) Plus £200 for attending a 5 day induction programme
DATES	Oxford: from 4th July to 15th August Ellesmere: from 4th July to 15th August
CONTRACT	5 or 6 weeks depending on the centre Hours of Work: You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 hours per week over a six-day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations.
REPORTING TO	Activity Manager
PURPOSE OF JOB	To ensure the effective running of the leisure programme at the designated Young Learners Centres. To lead and support all Activity Leaders in planning, and implementing a stimulating, enjoyable and cost effective social programme.



Job Description – Activity Coordinator

The Job of Activity coordinator is one of high responsibility directly concerned with the welfare and enjoyment of our Young Learners as well as the training, support and management of all Activity Leaders and staff assigned to social duties.

The role requires the Activity Coordinator to assist the Activity Manager with the preparation, installation, operation and outcomes of the on-site activities, and the coordinating of airport transfers to and from the Young Learners centre.

The Activity coordinator will be capable of supporting the Activity Manager with delivering a high quality social programme which is cost effective and maintains the professional standards expected from International House London's students and agents.

The Activity coordinator plays a key role in supporting the Senior management team in ensuring students, Group Leaders, and International House London staff experience a safe and enjoyable stay at our Young Learners centre. The post holder will be able to establish and maintain good working relationships with other professionals such as the host centre, professional coaches, transportation companies ensuring information is successfully passed on in a well presented, timely and professional manner.

The ideal Activity coordinator will be extremely responsible and able to organise their workload. They will have experience as an Activity Leader and ideally some previous experience in a managerial



role. They will be capable of leading a team and supporting other members of the senior team, stepping in for the needs of the leisure programme as and when required.

Main Responsibilities and Tasks:

Training, Staff Induction and Centre Preparation

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role, and that of your team.
- Take part in all Health and Safety related training.
- To carry out all tasks concerned with the setting up and administration attached to this role as advised by the Activity Manager.
- Ensure that all necessary materials and equipment are in place at the centre in time for the start of the programme.
- To induct ALs with emphasis on planning and executing an excellent activity programme

Activity and Excursion Responsibilities

- To support the Activity manager in delivering a high quality, varied and cost effective activity.
- Liaise with professional coaches delivering the 'English Active' option – confirming student numbers, facilities etc.
- Working with all staff to ensure the promotion of activities securing high levels of student participation and enjoyment.
- Liaise with the Director of Studies to implement and maintain activities which require cohesion between the academic and social programme.
- To follow and/or where necessary adapt the prescribed social programme – making additional activities available on request.
- To assist the Activity Manager in maintaining record of all social programme related bookings and payments.
- To understand and be conversant with International House's risk assessment methods and conclusions including completing new risk assessments and updating current ones.
- To ensure when not on duty that a nominated person is apprised of all necessary information.



Transfers Responsibilities

- Work with the Activity Manager to ensure the smooth running of transfers by assisting in the production of the transfer schedule.
- Work with the Activity Manager in ensuring that all transfers to and from the centre are staffed correctly.
- Assist in the confirmation of transfer transportation with external provider (coaches, taxis etc.)

Staff Management

- Create a positive team atmosphere and motivate staff effectively.
- Attend staff meetings to ensure that the social programme runs smoothly and is integrated with the language course.
- Working with the Activity Manager to ensure that the staff rota is completed, taking into account the strengths, abilities and experience of all staff.
- Monitor and maintain staffing levels in consultation with the Centre Manager based on British Council ratio guidelines.
- Monitor staff performance and liaise with the Activity manager in regards to unsatisfactory conduct and/or performance.
- Conduct on going appraisals for all staff taking part in the social programme by providing continued feedback and conducting an end of employment formal appraisal to be returned to IH London.

Other Responsibilities

- To cover for Activity Leaders if necessary.
- To deputise for the Activity Manager as required.
- To take an active role in the promoting the activity programme by visiting classes etc.
- Attend staff meeting as required.
- To support the Activity manager in preparing staff reports and feedback at the end of the centre to the Young Learners Manager.

International House London Expectations of All Staff

- To consistently ensure the welfare of our students remains paramount.
- To be fully engaged in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any other activity which could be of harm to other students or bring IH London or our host providers into disrepute.
- To ensure proper discipline is maintained throughout the programme.
- To act in a professional manner with all IH London agents, clients, and staff and not to engage in any activity which may bring IH London or the host provider into disrepute.
- To assist all students, Group Leaders and agents to derive the maximum benefit from the course.
- To protect the property and equipment of IH London and the host provider maintaining security and avoiding loss and /or damages in the student accommodation.
- To dress in a manner commensurate with the demands of the position: smart casual for teaching, IH London uniform for activities and excursions. Any uniform supplied by IH London is to be returned at the end of employment.

- To read and be fully conversant with all documentation and manuals relating to the role and all pertinent British Council requirements prior to the start of employment.
- To carry out any duties as may be reasonably assigned by the Head of Young Learners.

Person Specification

	ESSENTIAL	DESIRABLE
Professional Qualifications		Sports coaching qualifications
Experience	<ul style="list-style-type: none"> • Working with children • People management • Residential experience • Experience working with foreign students 	<ul style="list-style-type: none"> • Management position on similar YL courses. • Sports/Hospitality management
Personal Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with a client focused approach • Ability to work flexibly and as part of a team • Ability to work under pressure and to deadlines • Good time management and organisational skills • Confidence to take initiative and work autonomously • Commitment to providing a quality service to clients. 	<ul style="list-style-type: none"> • Ability to speak other languages.
Special Requirements	<ul style="list-style-type: none"> • Satisfactory DBS. 	First Aid qualified. Safeguarding training.

Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.

Job Description correct as of November 2018.