

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 Leader (RESIDENTIAL / NON RESIDENTIAL)
LOCATIONS	<p>International House Oxford, St Edward's School, Woodstock Road, OX2 7NN</p> <p>International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB</p> <p>International House Moulton, Moulton College, Northamptonshire NN3 7RR</p> <p>International House Newbattle, Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian, EH22 3LL</p> <p>Non Residential positions available</p>
DATES	<p>Oxford: from 8th July to 15th August</p> <p>Ellesmere: from 8th July to 15th August</p> <p>Moulton College: from 1st July to 15th August</p> <p>Newbattle: from 28th June to 12th August</p>
SALARY	<p>From £340 to £360 depending on experience, plus 12.07% holiday pay.</p> <p>Plus £80 for attending a 2 day Induction programme</p>
CONTRACT	<p>From 2 to 6 weeks depending on locations</p> <p>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 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</p>

REPORTING TO	Activity Coordinator/Activity Manager
PURPOSE OF JOB	To plan, implement and deliver a high quality programme of activities and excursions to international Young Learner students aged between 8 and 17 years old. To motivate and encourage students to fully participate in the programme and to ensure the safety of students remains paramount at all times.

Job Description – Activity Leader

The role of Activity Leader is one of high responsibility directly concerned with the welfare and enjoyment of our Young Learner students. As an Activity Leader you will be required to lead a full range of activities and excursions both on and off site. The leisure programme will consist of daytime and evening activities as well as half day and full day excursions to attractions and places of cultural interest.

The ideal Activity Leader will be energetic, outgoing and responsible with a positive ‘can do’ approach to work. We aim for all our Activity Leaders to enjoy their experience with International House whilst always acting with high regard for the rules and policies and maintaining discipline throughout the course.

The role of Activity Leader is not restricted to the leisure programme and at International House we expect all of our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our Young Learner course.


Main Responsibilities and Tasks:

Training, Health and Safety and Safeguarding

- 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. (If your contract starts later than the above dates you will be expected to complete your induction online)
- Take part in all Health and Safety related training.
- Take part in all Safeguarding and PREVENT training
- Consult the risk assessments before each activity and excursion.
- Carry out risk assessments as directed

Leisure Responsibilities

- To plan, organise and implement a range of appropriate activities during afternoon and evening sessions as directed.
- To actively encourage students to take part in the leisure programme by being positive and enthusiastic about the activities and excursions students are involved in.
- Take responsibility for excursions, ensuring you have planned sufficiently well to guide students and Group Leaders effectively and safely.
- Lead and guide students on excursions and walking tours, communicating with them in a way that is clear, informative and engaging,
- Develop materials for the leisure programme in liaison with the Activity Manager.

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- To supervise and assist our professional coaches in the running of 'English Active' options.

Welfare Responsibilities

- To provide House Supervisor cover as and when required which includes:
- Managing student accommodation ensuring that it is a welcoming and functioning environment – maintaining order and discipline
- Remaining on site and in the designated accommodation at all times when on House Supervisor duty.
- Conducting nightly House Meetings with students staying in the residence.
- Ensuring students go to bed on time and that order is kept at night times.
- Responsible for security and safety within the accommodation.

Transfer Responsibilities

- Carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.


International House 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 activity which could cause harm.
- To ensure proper discipline is maintained throughout the duration of the centre.
- To address any student, International Group Leader or host centre representative issues, complaints or suggestions by ensuring that the relevant members of staff are made aware.
- To act in a seemly and professional manner with all of IH's agents, clients and staff and not to engage in any activity which may bring IH or the host centre into disrepute.
- To assist all students, International Group Leaders and IH Agents to derive the maximum benefit from the course.
- To protect the property and equipment belonging to IH staff and the host centre maintaining security and avoiding loss and/or damages in the residences.
- To dress in a manner commensurate with the role demanded of the position, any uniform supplied by IH is to be returned at the end of employment.
- To read and be fully conversant with all documentation, policies and procedures relating to role prior to the start of employment.
- To carry out any other duties as may be reasonably assigned by the Activity Manager, Centre Manager or the Young Learners team.
- To carry out any additional duties as required by the business.

Person Specification

Essential

Education

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- Educated to GCSE standard 5 A*-C grades (including English and Maths) or equivalent.
 - Native English Speaker or native English level speaker
 - Good knowledge of sports, arts and crafts, student activities

Experience

- Young learner experience
- Experience of leading or supervising sports/activities

Personal Skills

- 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
- Excellent time management and organisational skills
- Good IT skills
- Confidence to take initiative and work autonomously

Special Requirements

- Satisfactory DBS check/Police Check

Desirable

Professional Qualifications

- Sports Degree/Art Degree
- PGCE.
- Coaching qualifications

Experience

- Residential Experience
- Similar summer programme experience
- Working with mixed nationality students


Personal Skills

- Ability to speak other languages

Special Requirements

- First Aid qualified
- Safeguarding training

International House is committed to the safeguarding and promoting the welfare of all Young Learners participating in our course. 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