

### What is the role of an Activity Leader?

An activity leader supervises and manages the activities for students in the afternoons and evenings, to ensure that students have a fun-filled stay in the UK. Activity leaders organise the students, interact with them and encourage participation, and help create an excellent atmosphere at the camp. Activities will take place on and off site, and include full-day or half-day excursions to the local area and beyond.

### What does a typical day look like?

#### Activity Days

Activities are scheduled for the afternoons and evenings. In the mornings, you will have a meeting with the Activity Manager to allocate roles and responsibilities for the day, such as group allocation, finding equipment, setting up rooms, and so on. Activities usually start at 2pm and there will be 2 activities in the afternoons and then one further activity slot in the evening, after dinner, and you will be part of a team of ALs looking after these activities.

#### Excursion Days

Some days there are half-day excursions, and one day per week is the full-day excursion. For these, you will receive an excursion pack which includes a risk assessment, worksheets for the students, a map and your 'script.' You will have a group of students allocated to you to look after for the day, from centre to coach to location and back again.

#### Arrival/Departure Days

Activity Leaders may be asked to go to the airport and assist with transfers. If remaining on-site, ALs will help settle in the new students, and run activities for the remaining students, in the afternoon and evening.

You will have one day (a full 24-hour period) off per week, which is usually given at request and in negotiation with your team.

### What skills do I need to do this job?

- An ability to communicate with international students
- An ability to communicate with teenagers
- Organisational skills, with an ability to be firm when required
- Creativity and/or sports ability

[\(click here for full person specification\)](#)

### **What training will I receive?**

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on how to manage student behaviour, how to plan and implement successful, engaging activities, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

### **What is included in the package?**

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

### **Why work with International House London?**

International House London has been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

### **How will this role enhance my career? What can it lead to?**

- organisational/managerial roles
- working with teenagers and young people
- working within educational institutions
- team-based, communicative roles
- travel/tourism roles, sports, coaching and outdoor roles

### Job Description

This job description summarises the purpose of the job and lists 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

<b>POST</b>	Activity Leader (RESIDENTIAL/NON-RESIDENTIAL)
<b>REPORTING TO</b>	Activity Manager
<b>CAMP DATES, LOCATIONS &amp; STUDENT AGES</b>	<p><b>3rd July – 7th August 2024</b> International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p><b>10th July – 14th August 2024</b> International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</p> <p><b>Dates TBC</b> International House Cambridge, Anglia Ruskin University, East Road, Cambridge CB1 1PT</p> <p><i>At each centre, you will be required to live on-site 2 days before the camp starts and until and including the final dates given above</i></p>
<b>SALARY</b>	£504.40 per week. Plus paid induction programme.
<b>INDUCTION</b>	The full induction will last for two days and may include a combination of remote safeguarding and first aid training, group sessions at Head Office, and on-site team inductions
<b>CONTRACT</b>	<p>From 1-6 weeks depending on locations</p> <p><b>Hours of Work:</b> Your normal hours of work are 44 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>

### What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks

### What will happen during the camp

**You will:**

- Attend meetings to plan activities
- Liaise with your team to allocate responsibilities
- Have groups of students that you are responsible for during activities & excursions
- Be a 'tour guide' when on excursions (material and 'script' will be provided)
- Run activities in the afternoons and evenings
- Monitor student attendance of activities
- Assist with the pastoral care of students when required to do so, including some supervision at mealtimes and bedtimes
- Attend staff meetings as required

### What will happen at the end of the camp

**You will:**

- Assist with departures of students as required by the Centre Management team
- Check return of all equipment
- Help to pack up the centre

**Complete the recruitment form to apply**

**Complete the form here**