

ACTIVITY LEADER (2019)

Our Courses

Students who attend our courses participate in mixed-nationality English classes and a varied activity and excursion programme. We run a zigzag timetable in most of our centres, which means that there are usually morning and afternoon lessons. There is also the possibility of teaching on weekends (see specific centre programmes). Our daily activity programme covers a wide range of sporting and non-sporting activities. We also provide an extensive and enjoyable social programme in the evenings. The excursion programme allows the students to visit interesting places in the local area and also popular tourist destinations.

Person Specification

| You need to be eligible to live & work in the UK and be 18 or over | |
|---|---|
| <p>ESSENTIAL You MUST...</p> | <ul style="list-style-type: none"> • have native or near native level of fluency in English • have GCSE's • have an interest in working with Young Learners & student welfare • have good communication skills • have experience in sports, drama &/or arts & crafts • be flexible & motivated • be willing to work as part of a team |
| <p>DESIRABLE You SHOULD have...</p> | <ul style="list-style-type: none"> • A-Level's or Degree • experience working in residential language schools for Young Learners • Coaching qualifications • a Drama or Performing Arts qualification, Dance or Choreography qualification or Arts & Crafts qualification • experience in Dance &/or Choreography, Drama &/or Performing Arts or Art & Craft • experience supervising on excursions • experience working with single & mixed nationality groups • Leadership Skills • a First Aid certificate • Child Protection Training • Full driving licence |

Job Description

Activity Leaders report to the Activity Manager & Centre Manager

Main Duties & Responsibilities

- To lead students in sports and non-sporting activities, making sure that equipment is set-up prior to student's arrival, to consider potential hazards concerning Health & Safety & to pack away equipment and tidying when session is finished.
- To complete Elac's online induction and training prior to arrival in the centre.
- To keep a full record of attendance on activities and to notify the Activity Manager of any absenteeism immediately.
- To report to and discuss with the Activity Manager any issues arising from the activity sessions.
- To agree to be observed by the Activity Manager, Centre Manager or Group Leader.
- To prepare feedback for the Activity Manager.
- To encourage student involvement in extra-curricular activities.
- To communicate with students to help improve their English skills.
- To accompany, supervise and guide students on our excursion programme.
- To be involved in pastoral and/or meal time supervision duties.
- To assist students to catch the correct bus safely helping them to get to/from their hosts/the school. *(Homestay centres only)*
- To liaise with support staff and group leaders on student welfare.

General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

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Working Hours

Residential Activity Staff are expected to work 16.5 sessions per week (48 hours maximum) and Non-Residential Activity Staff 15 sessions per a week (sessions may not be evenly distributed over the contract period). These sessions will be a combination of activities and excursions as well as pastoral, meal and/or bus duties. An activity session lasts for up to 3 hours and comprises sporting and non-sporting activities. We encourage our staff to use all the skills that they possess in order to deliver a varied and interesting programme for all students on our courses. On excursions staff will be expected to supervise and assist their group.

Applicants can ask to be included in a list of staff wanting to maximise their earnings by working additional hours (48 hour week work opt-out must be signed). **Attendance at a Staff Training day (includes General and Activity Induction) at the centre (prior to student arrival) is required as part of this contract.**

| | | Activity Programme | | | |
|-----------------|--|--------------------|--------------|---|--|
| | | Per week | Over 4 weeks | | |
| Residential | | 16.5 Sessions | 66 sessions | 1 Activity (3 hours) = 1 Session | |
| Non-Residential | | 15 Sessions | 60 sessions | 1 Excursion (9.5 hours) = 3 Sessions | |
| | | | | 3 Pastoral/M meal duties (3x30 min) = 1 Session | |
| | | | | 5 Bus duties (5x45 min) = 2 Session | |

Remuneration

There are 5 Salary levels that an applicant can be offered in their contract. The age of an applicant, their experience with Young Learners & loyalty to Elac Study Vacations are all taking in to consideration when deciding an applicant's salary level. Qualifications and experience related to drama, arts & crafts and dance and experience specific to summer schools will also be taken into consideration. Employees who are 21+ will be paid at Level 5 and there is a separate level for those who are 25+ (see separate Job Description).

SALARY INCLUDES PAYMENT FOR: Activity, Excursion and Pastoral work etc. as indicated above. (For Residential staff a deduction of £52.85 for accommodation has already been taken from the figures below). **Residential contracts (RES) include residential board and accommodation.** (You will usually be accommodated in single rooms in staff accommodation areas although you may be accommodated in the student accommodation areas if required.) **Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.**

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|
| RESIDENTIAL | £242.50pw | £245.00pw | £247.50pw | £255.00pw | £317.50pw |
| NON-RESIDENTIAL | £277.50pw | £280.00pw | £282.50pw | £285.00pw | £347.50pw |
| Extra Activity Sessions | £18.50 | £18.60 | £18.70 | £18.90 | £23.15 |

This job description outlines the main responsibilities and tasks of the job. 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 Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.

Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to do an enhanced DBS check (or equivalent Police check), provide 2 references and 2 proofs of ID, and to read and implement our safeguarding policy. We also require prospective employees to explain any gaps in their employment history. Further policies can be found in the Staff Guide and Handbook.

Centre Dates

Below are the centre dates for summer 2019. The dates are when the first groups of students arrive at the centre. Staff will be required to attend staff training a day prior to the student arrivals. Also included are the possible contract lengths at each centre.

| Centre | First Arrival day (Staff training on day before arrival day) | Contract Lengths |
|--|---|------------------|
| Bath Spa University, Bath | Tuesday 2 nd July | 4 – 6 Weeks |
| Eastbourne College, Eastbourne | Tuesday 2 nd July | 4 – 6 Weeks |
| Nottingham University, Nottingham | Tuesday 2 nd July | 4 Weeks |
| Cardiff Metropolitan University, Cardiff | Tuesday 2 nd July | 4 Weeks |
| Christ's Hospital School, Horsham | Wednesday 3 rd July | 4 – 6 Weeks |
| St. Andrew's School, Eastbourne | Saturday 6 th July | 4 Weeks |
| Mayfield School, Mayfield | Tuesday 9 th July | 3 - 4 Weeks |
| Ardingly College, Haywards Heath | Monday 1 st July | 4 - 6 Weeks |