

ACTIVITY MANAGER (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	
ESSENTIAL You <u>MUST</u> ...	<ul style="list-style-type: none"> • have native or near native level of fluency in English • have GCSE's & A-Levels • have an interest in working with Young Learners & student welfare • have excellent communication skills • have experience in sports, drama &/or arts & crafts • have experience supervising on excursions • have ability to inspire an activity team • be flexible & motivated • have Leadership Skills • be willing to work as part of a team
DESIRABLE You <u>SHOULD</u> have...	<ul style="list-style-type: none"> • a Degree or equivalent • experience working in residential language schools for Young Learners • management experience • Coaching qualifications • Have experience in Dance &/or Choreography, Drama &/or Performing Arts or Art & Craft • experience working with single & mixed nationality groups • a First Aid certificate • Child Protection Training • Full driving licence

Job Description

Activity Manager report to the Centre Manager and Assistant Centre Manager

Main Duties & Responsibilities

- To organise & manage the activity timetable
- To complete Elac's online induction and training prior to arrival in the centre.
- To manage the activity staff induction.
- To support the Assistant Centre Manager in the planning and management of the excursion programme.
- To maintain recommended staffing levels in liaison with the Centre Manager
- To support & guide staff in the preparation & delivery of sessions, as well as providing them with feedback.
- To encourage student involvement in extra-curricular activities.
- To communicate with students to help improve their English skills.
- To manage the activity equipment effectively.
- To run activity sessions and/or accompany students on excursions when required to meet operational demands.
- To communicate effectively with the centre management team, Group Leaders, Activity Leaders, Teachers and students.
- To liaise with support staff and group leaders on student welfare.
- To carry out the 24hr emergency duty (on a rota basis).

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.

ACTIVITY MANAGER

Working Hours

The Academic Manager works six days out of seven each week and is part of a duty rota with other senior staff. Due to the nature of summer schools we expect management staff to be flexible in relation to working hours. The Activity Programme covers much of the working day, 8:30–22:30. Although the Activity Manager is responsible for the management of the activity programme, it is expected he/she will delegate responsibility for supervising certain sessions to the Deputy Activity Manager or other members of the activity team. **Attendance at a Staff Training day at the centre (prior to student arrival) is required as part of this contract.**

Remuneration

There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken in to consideration when deciding an applicant's salary level.

This post is residential & includes residential board and accommodation. A deduction of £52.85 for accommodation has already been taken from the figures below.

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
ACTIVITY MANAGER	£440pw	£455pw	£470pw	£485pw	£500pw

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