

DEPUTY ACTIVITY MANAGER (2020)

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 MUST...

- have native or near native level of fluency in English
- have GCSE's
- have an interest in working with Young Learners, in teaching & 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

DESIRABLE You SHOULD have...

- A-Level's or Degree
- experience working in residential language schools for Young Learners
- Coaching qualifications
- Have 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

Deputy Activity Leaders report to the Activity 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 support the Activity Manager.
- To take on responsibility of Activity Manager during 5 sessions per a week.
- 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 undertake duties such as pool supervision & First Aid provision (*Applications with special qualifications only*)
- 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.

Working Hours

Residential Deputy Activity Managers are expected to work 16.5 sessions per week (max. 48 hours per week) and Non-Residential Deputy Activity Managers 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

DEPUTY ACTIVITY MANAGER

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. **Deputy Activity Managers take on responsibility for the activity course from the Activity Manager for 5 sessions each week.**

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 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/Meal duties (3x30 min) = 1 Session	
				5 Bus duties (5x45 min) = 2 Session	

Remuneration

The age of an applicant, their experience with Young Learners & loyalty to Elac Study Vacations are all taking into consideration when deciding an applicant's salary level. Experience specific to summer schools will also be taken into consideration.

SALARY INCLUDES PAYMENT FOR: Activity, Excursion and Pastoral work etc. as indicated above. (For Residential staff a deduction of £57.40 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.

Below are examples of gross earnings per week for Residential and Non-Residential positions when no holiday days have been taken.

		Per week			Per week
RESIDENTIAL BASIC PAY		£340.00 - £365.00	NON-RESIDENTIAL BASIC PAY		£370.00 - £395.00
+ 12.07% HOLIDAY PAY <i>(if no holiday taken)</i>		£41.04 - £44.06	+ 12.07% HOLIDAY PAY <i>(if no holiday taken)</i>		£44.66 - £47.68
TOTAL WEEKLY PAY		£381.04 - £409.06	TOTAL WEEKLY PAY		£414.66 - £442.68
Extra Activity Sessions		£26.25	Extra Activity Sessions		£26.25

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 2020. 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 Student Arrival day (Staff training on day before arrival day)	Contract Lengths
Bath Spa University, Bath	Tuesday 30 th June	4 – 6 Weeks
Eastbourne College, Eastbourne	Wednesday 1 st July	4 – 6 Weeks
Nottingham University, Nottingham	Wednesday 1 st July	4 Weeks
Cardiff Metropolitan University, Cardiff	Wednesday 1 st July	4 Weeks
Christ's Hospital School, Horsham	Wednesday 8 th July	4 – 6 Weeks
St. Andrew's School, Eastbourne	Sunday 5 th July	4 Weeks
Mayfield School, Mayfield	Tuesday 7 th July	3 - 4 Weeks
Ardingly College, Haywards Heath	Monday 6 th July	4 - 6 Weeks