

DEPUTY ACTIVITY MANAGER (2023)

Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

Job Overview

A Deputy Activity Manager will work alongside the Activity Manager, to help oversee the running of the activity & social programme. The programme should be fun, engaging, inclusive and enjoyable for everyone. You will assist with managing a team of activity leaders and will support them in the delivery of a high-quality activity programme. As part of the role, you will be expected to observe some activities and ensure that high standards are being maintained. You will also be involved in the organisation & delivery of the educational excursion programme. You must be organised, efficient, approachable, and motivational with the activity team. As a Deputy Activity Manager you will interact with the activity team, senior staff, teachers, students, and group leaders, so it's important you can communicate effectively.

Person Specification

You need to be **eligible to work in the UK and be 18 or over**

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--------------------|--|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> have GCSE's have experience in sports, drama &/or arts & crafts | <ul style="list-style-type: none"> A-Level's or Degree experience working in residential language schools for Young Learners Coaching qualifications a First Aid certificate Child Protection Training Full driving licence | <ul style="list-style-type: none"> Proof of qualifications |
| EXPERIENCE | <ul style="list-style-type: none"> have experience working with Young Learners | <ul style="list-style-type: none"> Have experience in Dance &/or Choreography, Drama &/or Performing Arts or Art & Craft experience supervising on educational visits experience working with single & mixed nationality groups | <ul style="list-style-type: none"> Application form and CV Interview Professional references |
| SKILLS | <ul style="list-style-type: none"> have native or near native level of fluency in English have good communication skills be flexible & motivated be willing and able to work as part of a team | <ul style="list-style-type: none"> Leadership Skills | <ul style="list-style-type: none"> Application form and CV Interview Professional references |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> have an interest in working with Young Learners & student welfare | | <ul style="list-style-type: none"> Application form and CV Interview Professional references |

DEPUTY ACTIVITY MANAGER

Job Description

Deputy Activity Manager report to the Activity Manager

Pre-Course

- To complete Elac's online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

Management

- To support the Activity Manager.
- To take on responsibility of Activity Manager when necessary.
- To prepare feedback for the Activity Manager.

Activities & Educational Visits

- To support the Activity Manager & Assistant Centre Manager in the planning & management of the educational excursion programme.
- To support & guide staff in the preparation & delivery of sessions, as well as providing them with feedback.
- To run activity sessions and/or accompany students on educational excursions when required to meet operational demands.
- To communicate effectively with the centre management team, Group Leaders, Activity Leaders, Teachers and students.
- To communicate with students to help improve their English skills.
- To encourage student involvement in extra-curricular activities.
- To be involved in pastoral and/or meal time supervision duties.

Safeguarding

- 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.

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.

Working Hours

- Deputy Activity Managers works six days out of seven each week.
- 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 the Activity Manager will delegate responsibility for supervising certain sessions to the Deputy Activity Manager or other members of the activity team.
- Attendance at management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the 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 into consideration when deciding an applicant's salary level.
- This post is residential & includes residential board and accommodation.** A deduction of £63.70pw 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 |
|---|------------------|------------------|------------------|------------------|------------------|
| DEPUTY ACTIVITY MANAGER | £500.00pw | £515.00pw | £530.00pw | £545.00pw | £560.00pw |
| + 12.07% HOLIDAY PAY <i>(if no holiday taken)</i> | £60.35pw | £62.16pw | £63.97pw | £65.78pw | £67.59pw |
| TOTAL WEEKLY PAY | £560.35pw | £577.16pw | £593.97pw | £610.78pw | £627.59pw |

Centre Dates

| Centre | Student Ages | On-site Staff Training | Course Dates | Contract Lengths |
|--|---------------|------------------------|--|------------------|
| Bath Spa University, Bath | 11 – 17 years | 1 st July | 2 nd July – 13 th August | 2 – 6 Weeks |
| Nottingham University, Nottingham | 11 – 17 years | 1 st July | 2 nd July – 30 th July | 2 - 4 Weeks |
| Ardingly College, Haywards Heath | 11 – 17 years | 2 nd July | 3 rd July – 14 th August | 2 - 6 Weeks |
| Eastbourne College, Eastbourne | 11 – 17 years | 3 rd July | 4 th July – 15 th August | 2– 6 Weeks |
| Christ's Hospital School, Horsham | 11 – 17 years | 4 th July | 5 th July – 16 th August | 2 – 6 Weeks |
| Royal Agricultural University, Cirencester | 7 – 17 years | 4 th July | 5 th July – 16 th August | 2 - 6 Weeks |
| Prior Park College, Bath | 11 – 17 years | 9 th July | 10 th July – 7 th August | 2 – 4 Weeks |