



WINDERMERE

INTERNATIONAL SUMMER SCHOOL

Activity Leader Job Description

Job title: Activity Leader

Reports to: Centre Manager

Purpose: To support the successful delivery of the Summer School activities programme. Working with the Senior Activity Leaders, you will generate ideas, and deliver the afternoon, evening and weekend social programme and activities. You will work hard to ensure the contentment of all attendees.

Remuneration: £260/week. Accommodation, meals and staff polo-shirts will be provided.

Please Note: **This is a residential role and you will be on-duty six days per week. You must be available to attend Summer School Training on Saturday 29 June and Sunday 30 June 2019. Summer School starts on Monday 1 July and ends on 25 August 2019.** You will be required to participate in pastoral and boarding duties, to work every weekend and to live on site for the duration of the summer.

Main Duties include:

- To assist with set up/collapse of the Summer School site; including organizing activities resources, making door signs and preparing the Summer School notice board.
- To adhere to Health and Safety policies and requirements for all activities and excursions.
- To be creative and imaginative, and to support, build and implement an evening programme of sports, games, workshops and activities suitable to the age and abilities of the group.
- To support the Head of Summer School with marketing and social media updates; including taking photos/videos, updating Facebook, and contributing towards the Summer School video.
- To lead, supervise and chaperone activity sessions, free time and excursions as part of the activities programme.
- To have a positive, flexible and 'can do' approach to work.
- To lead and include; to identify struggling students and ensure they are included in activities.
- To ensure the summer school rules are followed, and that English is used continually as the universal language between nationalities.
- To attend daily morning meetings, host daily meetings with the activities team, and work as a cohesive team with the Teaching Staff.
- To participate fully in the staff Rota including, meal time supervision, laundry, evening and night boarding duties. You will be required to participate in boarding duties each week.
- Boarding duties include taking the boarding house roll call register, ensuring students are settled in bed for lights out, dealing with any night-time emergencies, and ensuring students are awake and present at breakfast.
- To support the Senior Activity Leader with additional tasks required to ensure the safe and successful daily operation of a large campus
- To maintain daily contact with the Centre Manager, providing updates on student progress, in addition to attendance of regular 121s.

Person Specification:

Applicants must be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 11 and 17 years old.

Relevant experience and knowledge	Experience of working with young students, aged 11 to 17.	Essential
	Experience of working within a residential setting.	Desirable
	Experience of working with international students	Desirable
	Experience of leading, sport coaching, volunteering with young person activities.	Essential
	Experience of taking good photographs and creating video/ social media content.	Desirable
Competencies	Ability to work in a fast paced and high pressured environment.	Essential
	Ability to react quickly and flexibly to changing situations.	Essential
	Excellent time keeping skills.	Essential
Personal qualities and social skills	Ability to work as part of a team, to ensure team achievements are met.	Essential
	Creative, imaginative and willing, with ability to think outside of the box	Essential
	Enthusiastic, energetic and outgoing personality with a positive outlook.	Essential
	Ability to develop and maintain effective working relationships with colleagues.	Essential
	Desire to work hard and give your all to inspire young people	Essential
General	Possession of a clean, current driving licence, and/or experience of driving a minibus.	Essential
	Possession of a D1 Minibus Driving Licence	Desirable