



WINDERMERE

INTERNATIONAL SUMMER SCHOOL

Senior Activity Leader Job Description

Job title: Senior Activity Leader

Reports to: Centre Manager

Purpose: To successfully manage and deliver the Summer School activities programme. Working with the support of the Centre Manager, you will generate ideas, create, plan, deliver, document and review evening and weekend activities. Afternoon activities, weekend excursions will already be planned, however you will be required to manage the students and their supervision.

Remuneration: £315/week. Accommodation, meals and staff polo-shirts will be provided.

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

Main Duties include:

- To set up/collapse the Summer School site; including organizing activities resources, making door signs for the boarding houses and preparing and managing the Summer School notice board.
- To fully understand and adhere to Health and Safety policies and requirements for all activities and excursions, and ensure all tasks and required documents are completed accordingly.
- To be creative and imaginative, and to design build and implement an evening programme of games, workshops and activities suitable to the age and abilities of the group.
- To manage student sign up and allocation of activities, ensuring health and safety procedures and policies are followed.
- To work closely with the Centre Manager to identify members of the activity team to lead, support and/or supervise each activity session.
- 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 by example; 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 register, ensuring students are settled in bed for lights out, dealing with any night-time emergencies, and ensuring students are present at breakfast.
- To support the Centre Manager 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.

Education and Training	Qualified to degree level or working towards this qualification. Equivalent experience will be considered.	Essential
	English Language teaching qualification (CELTA/ TEFL).	Desirable
	Newly or Fully qualified teacher status	Desirable
	First –aid qualification	Desirable
Relevant experience and knowledge	Experience of working with young students, aged 11 to 17.	Essential
	Experience of working within a residential setting.	Essential
	Experience of working with international students	Desirable
	Experience of preparing and delivering engaging activities for young students.	Desirable
	Experience of managing groups of people on visits/ excursions.	Desirable
	Experience of leading, sport coaching, volunteering with young person activities.	Desirable
	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
	Excellent organisational and administration skills.	Essential
	Ability to react quickly and flexibly to changing situations.	Essential
	Excellent time keeping skills.	Essential
	Ability to model, promote and embed high standard of safe working practice and challenge where necessary.	Essential
	Ability to work as part of a team, to ensure team achievements are met.	Essential
Personal qualities and social skills	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 license, and/or experience of driving a minibus.	Desirable
	Possession of a D1 Minibus Driving Licence	Desirable