



Kings Young Learners

Last updated: 23 Feb 2021

Job Description: Activity Leader 2021

Location: Downside School, Bath
Cheltenham College, Cheltenham
London Southbank University

Reports to: Activities Manager/Assistant Activities Manager and ultimately Centre Manager

Role Description

The main role of the Activity Leader is to organize, supervise and lead the social, sport and excursion programme for international students. All activity leaders are also expected to do some residential duties, including wake up calls, meal and bedtime duties as scheduled. Airport duty might be occasionally required, depending on location.

Activity Leaders work a 6-day week on a rotation basis with a full day off. Working hours on any given working day may vary due to operational needs, thus a good degree of flexibility is required.

You will be expected to work any of the 5 sessions per day (two sessions being a morning, two in the afternoon and one in the evening). A half-day excursion usually covers two sessions whilst a full-day 4-5 sessions, depending on the destination.

Duties and Responsibilities:

- Create, plan and deliver a wide range of sporting, social and interest-based activities
- To lead and supervise off site excursions
- Regular assistance with control of discipline, observance of timekeeping, etc. both at night-time and mealtimes
- To assist with meeting and greeting/checking in students on arrival and helping with departure transfers
- General administration assistance
- To promote activities to students and engage them, as well as prepare activities as directed
- Constant vigilance regarding student well-being, homesickness, isolation, bullying, etc.
- To ensure Kings policy on child safeguarding and student welfare is followed
- To ensure any covid safety practices are adhered to
- Attendance at regular staff meetings
- Any other duties as directed by Line Manager

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to



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undergo a background check.

All staff must be over the age of 18 and be eligible to work in the UK.

Applicants must be able to demonstrate:

- University degree completed or in progress
- Interest and ability in one or, preferably, more of the following: sports, drama, music, dance, arts and crafts
- Previous experience of working with children/teenagers
- Energy, enthusiasm, empathy and patience with teenagers
- Ability to lead and engage a group of students on and off campus
- Flexibility and adaptability in regard to working hours and duties
- Can-do attitude

Desirable attributes include:

- Previous junior summer camp/centre experience
- Recognized sports/coaching qualifications
- Teaching/coaching experience, preferably with young learners
- Valid clean driving license
- Current first aid certificate

Remuneration package:

Basic pay per week:

Age 18-20 £302

Age 21 -24 £385

Age 25 + £410

Holiday Pay:

12.07% of your gross pay will be added to final pay

Food and Accommodation:

Accommodation and 3 meals a day are provided for all residential staff

Non-Residential staff get an increment of £30 per week

Bonus:

A loyalty bonus of £20 per week is paid to all activity staff returning to an activity leader role and is added to final pay.

Staff at Kings are paid fortnightly (a week in hand) into UK bank accounts.

Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment process.