

International Student Club, Hillside, The Springs, Bowdon, Cheshire WA14 3JH.
Phone: 02920 707624. E-mail: nic@intstudentclub.co.uk or al@intstudentclub.co.uk

Activity Leader (AL) - Job Description (R10)

International Student Club runs English language summer courses for young foreign students at **Bloxham School** in Oxfordshire. Induction training for all staff takes place **1, 2 and 3 July** and our courses run **from 4 July - 14 August 2023**. The students will attend either the junior course for 9-13 years or the senior course for 14 - 17 years. Around 20 nationalities are represented. Staff live in the boarding houses with the students, usually 3 or 4 staff per house of 40 - 45 students, along with international group leaders that accompany the students to the school.

Qualifications and Experience

- Candidates must be professional, reliable and able to work under pressure.
- Strong interpersonal and communication skills are a requirement.
- Enthusiasm, energy and proactiveness are vital.
- Candidates must be able to work effectively as part of a team.
- Candidates should have good leadership skills and be a good role model for students.
- Qualifications in sports coaching and first aid are an advantage, as is experience of drama, sports, dance, arts and crafts, and music.
- Experience of working with under-18s is an advantage.
- Knowledge of our trip destinations: London, Oxford, Windsor, Stratford-upon-Avon and Birmingham is an advantage.

You will be asked to provide a DBS disclosure and if appropriate overseas background check, confirming your suitability to work with children, and be asked to sign a declaration to that effect. Copies of qualifications and documentation will be required initially, but originals must be made available for inspection before taking up the post. Offers of employment are subject to satisfactory references. References, which specifically ask whether you are suitable to work with under 18s, will always be taken up.

Every prospective employee must provide original, documentary proof (e.g. passport) of their right to work in the UK. We commit a criminal offence if we do not ask for, see and satisfy ourselves as to the validity of documents offered for this purpose.

The Social and Activity programme

We organise a programme of excursions and activities for the students, who are divided between two courses. The junior and senior courses alternate each day between classes and activities in the morning and afternoon. After dinner, all students join in evening activities.

Students are also divided into mixed international teams for activities and are awarded points for their achievement and contribution. Our daily activities programme includes sports, arts and crafts, competitions, dance, yoga, swimming, traditional British games and much more. The evening activities include a murder mystery, discos, team competitions, drama games and karaoke. A sample timetable can be found on the ISC website.

Activity staff also coordinate with teachers during project classes, in which students create and rehearse a short play to perform to the school at the end of the course. Duties involve helping students to invent Project ideas, writing scripts, holding auditions for roles, supervising students create props, and assisting with rehearsals.

Students go on 3 full-day excursions each course. There is also an optional trip on the first Monday of each course. Trips are prepared in British Culture lessons so that students can fully benefit from them. Staff provide guided tours and ensure the students' safety throughout the trip. A pre-excursion meeting, which details the itinerary, tour notes, student and safety information is held the evening before the trip.

The activity programme is educational, fun and a great opportunity for students to practise their communicative English. **Maximum interaction with students is essential** to ensure their involvement, enjoyment and above all, safety.

The sports facilities at Bloxham are outstanding, with a large modern sports centre and indoor pool, tennis courts, football pitches, dance studio, gym and acres of sports fields.

Staffing

There will be 10-16 activity leaders on site, depending on the number of students, who will work under the guidance of the Activity Director (AD) and Assistant Activity Director (AAD). There will also be a director of studies, senior teacher and 9 - 14 teachers, who will help to supervise activities and accompany students on excursions but will be involved in the social and activity programme to a lesser extent.

The Job

The post is for a minimum of 2 weeks, maximum of 6 weeks. The continuation of work on the second course depends on student numbers and the successful completion of the first contract. This job description, together with your letter of appointment will form the basis of your contract. A formal contract will be offered on acceptance of the post.

In line with UK National Minimum Living Wage and National Minimum Wage requirements, **ISC Activity Leader Wages per week are:**

Employee Age	18-20	21-22	23+
Wage per week	£390	£430	£440

- Full-board accommodation is provided, equivalent to £63 per week.
- A discretionary bonus, based on performance, is paid upon completion of the courses.
- An additional **£35** per week for Head of House residential duties.
- An additional payment of **£15** per week for returning staff.
- Holiday entitlement is accrued over the period worked in line with UK law (1.3 days per two-week contract, 2.4 days per four-week contract and 3.5 days per six-week contract).
- Pay calculations are based on a 48-hour week (16 sessions, average session of 3 hours). Staff are asked to sign a 48-hour working week opt out agreement. This can be cancelled at any time by giving 7 days' notice in writing.

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Duties of the Post

Be aware that the safety of students and staff is paramount. You will be expected to follow our Health and Safety and Safeguarding guidelines and to exercise careful judgement in providing a safe environment at all times. You will accept responsibility for your own safety and that of others.

Your primary responsibility is to work under the guidance of the Activity Director to ensure the smooth running of the social, activity and English programme, including projects and excursions. Pastoral duties are also an integral part of the role as staff live in the boarding houses with students. At all times you must work in a professional and flexible manner with colleagues, group leaders, Bloxham staff and all visitors. Additional duties, e.g. head of boarding house, will be confirmed in your appointment letter or allocated upon taking up your post.

As part of your duties you will:

- On **Saturday 1st, Sunday 2nd and Monday 3rd July** take part in staff training and help set up the school. You will also help to demount the school at the end of the courses.
- Complete induction training, including training on basic safeguarding awareness, child protection and all aspects of the courses.
- Help with greeting and orienting students on arrival.
- To be responsible for the welfare and Safeguarding of students at all times. Any concerns should be reported to Nicola Lee, Designated Safeguarding Lead, or Al Dadge, Deputy Designated Safeguarding Lead.
- Adhere to, consider and suggest improvements to ISC Health and Safety procedures.
- Plan, organise and supervise activities, within the guidelines provided by the AD, during the morning, afternoon and evening for 16 sessions a week. A session is either a morning, afternoon or evening and lasts 2.5-3.5 hours with an average of 3 hours. The Activity Director will draw up the timetable for your duties. Activity leaders have 5 shifts off a week.
- Help wake students and put students to bed on a rota basis.
- Take house registers and provide support for the students during their stay.
- Provide overnight on-call duty (22:00-07:00) twice a week, paid at £10 per session and included in the weekly wage. If staff are on duty for a lengthy period of time overnight, this should be reported to the directors and the staff member will be offered time off or compensated in the final payment at the end of the courses.
- Motivate and encourage students to participate in the maximum number of activities to the greatest possible extent.
- Follow disciplinary procedures, ensuring students are aware of the high standard of behaviour expected of them.
- Accompany students on excursions, provide a guided tour (notes and training provided), answer questions and give guidance during the trip. Detailed information is provided by ISC.
- Assist the teachers in Project lessons and the preparation of the Project show. This will usually involve participation in one Project lesson on each teaching day.
- Attend staff briefing meetings on time throughout the course.
- Complete a staff questionnaire and take part in a debrief meeting at the end of the course to discuss staff performance and make suggestions for improvements as appropriate.