

International Student Club

Phone: (+44) 7947655094. E-mail: nic@intstudentclub.co.uk or al@intstudentclub.co.uk

Activity Leader (AL) Job Description (R10)

International Student Club (ISC) runs residential, English language summer courses for young, international students at **Bloxham School** in Oxfordshire. Induction training for all staff takes place **5, 6 and 7 July** and our courses run **from 8 July - 18 August 2025**.

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.

About Us

ISC, founded in 1997, offers an interactive, engaging General English Programme and General English+ Courses that include a daily activity programme and excursions. ISC has a welcoming, professional and supportive environment, with staff, leaders and students returning year after year. We run one summer school in one location, with the aim of delivering high-quality courses and levels of care. We are proud to have a strong British Council report including strengths in teaching and care of under 18s. We expect new team members to maintain our high standards of providing excellent levels of education and care for our students.

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 positive 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 and Birmingham, is an advantage.

Safer Recruitment

You will be asked to provide a DBS disclosure and if appropriate an 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 Activity Programme

We organise a programme of activities and excursions 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 participate in evening activities.

Our full, daily activities programme delivered by our Activity Director (AD), with the support of 10–16 activity leaders, includes sports, arts and crafts, baking, team competitions, outdoor adventure skills, dance, yoga, swimming, traditional British games and much more.

The evening activities include a murder mystery, discos, team competitions, drama games, quiz night and talent competition. A sample timetable can be found on the ISC website. Teachers also help to coordinate evening activities. Students are divided into mixed international teams for some activities and are awarded points for their achievement and contribution.

Students go on three full-day excursions each course. There is also an optional trip on the first Sunday of each course. Students are prepared for their trips in British Culture lessons so that they 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.

The Teaching Programme

The General English programme consists of 27 lessons/30 hours of lessons per two-week course. The teaching programme, which consists of interactive, communicative General English, British Culture and Project lessons, is coordinated by the Director of Studies, Senior Teacher and a team of 8-14 teachers.

Activity staff assist 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 develop project ideas, write scripts, hold auditions for roles and develop performance skills, along with supporting students in rehearsals and creating props.

Staffing

We employ 10-16 activity leaders, depending on the number of students, who 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 8-14 teachers. Teaching staff assist with evening activities and accompany students on excursions but will be involved in the social and activity programme to a lesser extent.

Salary, Hours and Benefits

The post is for a minimum of 2 weeks, maximum of 6 weeks. The successful candidate will serve a probationary period of seven days. Continuation of employment is conditional upon satisfactory performance during the first week.

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+
Wage per week	£442	£512

- Full-board accommodation is provided, equivalent to £74.62 per week.
- A discretionary bonus, based on performance, is paid upon completion of the courses.
- An additional **£37** per week payment for head of house residential duties.
- An additional payment of **£15** per week for returning staff.
- Pre-course, compulsory, paid induction training, plus online Safeguarding training.
- Holiday entitlement, if untaken, is paid on top of wages, and 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). Morning and afternoon breaktimes are paid, which exceeds UK Working Time Regulations.
- 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.
- Activity leaders have 5 sessions off each week.
- Use of Bloxham's gym facilities, staff yoga/swimming sessions and social events.
- A number of first aid certificates are organised and funded by ISC.
- Full support from senior management with any aspects of the courses.

Role and Responsibilities

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.

ISC is committed to equality of opportunity and takes positive action to promote diversity and inclusion. All staff have a responsibility to deliver the Equality and Diversity policy, thus allowing everyone to work with dignity and respect.

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 house, will be confirmed in your appointment letter or allocated upon taking up your post.

As part of your duties you will:

- On **Saturday 5th July, Sunday 6th July and Monday 7th 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, health and safety, work procedures and all aspects of the courses.
- Help with greeting and orientating 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.
- Follow the ISC code of conduct and maintain professionalism at all times.
- 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 AD draws up a timetable for your duties. Activity leaders have 5 shifts off a week.
- Help wake students and take bedtime house registers on a rota basis.
- Provide supper duty (22:00-23:00) and be the first point of call overnight in the boarding house (23:00-07:00). Maximum two evenings per week. If staff work during the hours of 23:00-07:00, this should be reported to the directors immediately and the staff member will be given compensatory rest or extra hours will be remunerated. The directors provide 24-hour support and are responsible for any overnight emergencies.
- Create a positive experience for ISC students and motivate them 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) 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.
- Assist with supervising the dining hall and café.
- Attend compulsory staff and excursion preparation meetings on time.
- Complete a staff questionnaire and take part in a debrief meeting at the end of the course to discuss staff performance, professional development, your experience at ISC and suggestions for improvements.