

ACTIVITY LEADER

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

Enthusiastically plan and implement a wide range of exciting activities. Ensure that activities are structured, engaging, accessible and enjoyable for all our international students. You will be confident at leading sports activities, arts and crafts, quizzes and games as well as able to effectively supervise and lead fun excursion days.

MAIN TASKS

Activity Leaders plan, organise and implement a wide range of activities during morning, afternoon, and evening activities. They ensure that activities are structured, engaging, accessible and enjoyable for all participants. Activity Leaders must ensure that students attend the set activities and attendance records are accurate. Activity Leaders prepare and pack up each activity session ensuring all equipment is returned and they must report any damaged items to the Head of Sports and Activities. Activity Leaders guide, entertain and supervise students on fun excursions. Applicants holding specialist qualifications will be required to undertake duties such as pool duties/sports coaching and first aid provision.

SAFEGUARDING RESPONSIBILITIES

Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.

ESSENTIAL CRITERIA

- ✓ Ability to lead a variety of fun and engaging activities for a group of students.
- ✓ Ability to motivate and enjoy working with large groups of students.
- ✓ Previous experience working with children/teenagers.
- ✓ Ability to create and sustain working relationships with students.
- ✓ Eligible to work in the UK and 18 years old or over.
- ✓ Must be able to attend development day before employment commences.

DESIRABLE CRITERIA

- ✓ Previous summer school experience.
- ✓ Hold a valid First Aid Certificate, Lifeguard or sports coaching qualification.
- ✓ Have experience of working with students aged 9 – 17 years old.
- ✓ Valid DBS and/or Overseas Police Checks (Ardmore can assist with this).

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

PERSONAL ATTRIBUTES

- ✓ Outgoing personality.
- ✓ Enthusiastic team player.
- ✓ Ability to work in high-pressure environment.
- ✓ Flexibility and adaptability in a changing environment.
- ✓ Clear communicator.
- ✓ Excellent work ethic.

KEY FACTS

- ✓ Reports to Head of Sports and Activities.
- ✓ 4 week contract with a potential extension.
- ✓ 42 hours per week. (You may be required to work more than 48 hours on occasion. You will be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Evening and weekend work required.

A WEEK AS AN ACTIVITY LEADER

DAY	MORNING	AFTERNOON	EVENING
1	Breakfast Duties	Football Session	Evening Entertainments
2	Cricket Session	Basketball Session	Evening Entertainments
3	Full Day Excursion to London	Full Day Excursion to London	OFF
4	OFF	Tennis Session	Night Duties
5	DAY OFF	DAY OFF	DAY OFF
6	Full Day Excursion to Harry Potter World	Full Day Excursion to Harry Potter World	Evening Entertainments
7	OFF	Arts and Crafts	Evening Entertainments

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Head of Sports and Activities and the Centre Director.

PROGRESSION

Senior Activity Leader, Head of Sports and Activities