

# Job Description - Activity Manager

## About Concorde International

Concorde International has been welcoming students from all over the world for more than 40 years. The school was founded in 1972 and has always aimed to provide high quality service and academic standards. Our success is largely due to the commitment and professionalism of our staff, and it is important that we uphold these values, in the classroom and in our interaction with clients.

## Our Mission Statement

<p><b>Our academic objective...</b> ...to <i>break the language barrier</i> between young people from all nations and backgrounds via student-centred classes and an overall emphasis on effective communication.</p>	<p><b>Our social objective...</b> ...to enable all involved to <i>make friends across the world</i> in a safe, fun and engaging environment where the English language can be utilised in fulfilling contexts.</p>	<p><b>Our quality objective...</b> ...to strive for excellence in all that we do in accordance to accreditation parties and high standards within our industry.</p>
<p><b>Our professional objective...</b> ...to guarantee that our staff are qualified, suitable and motivated towards the goal of providing students with the best that we can.</p>		<p><b>Our development objective...</b> ...to provide those with whom we work with training and assistance in order to increase the experience and education of our clients.</p>
<p><b>Our welfare objective...</b> ...to protect and care for the young people we cater for ensuring all are safe and secure and free from bullying or discrimination on any grounds.</p>	<p><b>Our growth objective...</b> ...to continue to explore new opportunities within which we will provide people with the skills they need to communicate in English.</p>	<p><b>Our overall objective...</b> ...to ensure that <i>studying English in England</i> with Concorde International is as fulfilling, enjoyable and beneficial an experience as possible for everyone.</p>



# Person Specification - Activity Manager

## Summary

The activity programme is a large and very important part of the summer; activities and excursions involve high levels of vigilance and supervision. They have all experienced the challenges of taking children on excursions, organising activities and leading a team of Activity Leaders and Teachers. The Activity Managers report directly to the Centre Manager.

The role includes ensuring that summer school Activity Leaders and teachers engage with the students and make sure that the students, in turn, engage with all aspects of the programme—classes, activities and excursions. This means communicating, interacting, and generally being alongside the students and making sure they are happy, involved and having fun. We aim to provide an excellent learning experience through effective and enjoyable lessons and activities conducted in a professional yet personalised environment.

## Essential Requirements

- Management skills for organising a team of Activity Leaders and Teachers
- Previous summer school or similar experience
- Eligible to live and work in the UK (we cannot assist in any way with work permits or visas)
- Knowledge of the summer school location at which you are applying to work

## Desirable Requirements

- Experience of student welfare / boarding school environment
- Must be able to create, plan, organise and manage social/sports activities effectively
- Must be energetic and healthy
- Native or near-native competency in English
- Able to work with computers
- Competent sports / games person with knowledge of the rules and organisation of one or more sports / games
- Able to speak a second language
- Current first aid or RLSS lifesaving certificate
- Recent DBS check (formerly CRB)



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## Managerial and Administrative duties

- You will report to the Centre Manager, who will supervise and assist you in your role. You may also be required to assist the Academic Manager.
- You will need to read and familiarise yourself with the Activity Manager's Handbook before the start of the summer programme and adhere to Concorde International operational procedures.
- You will read, understand and adhere to Concorde International's Child Protection Policy. You must report any incidents, however small, to the Centre Manager as soon as possible. You should inform all staff of their responsibilities while working with children.
- You will attend an induction with the Director of Vacation Courses at Head Office in Canterbury before the centre opens and you will induct your team when they arrive at the centre.
- You and the Centre Manager and Academic Manager will be required to hold and keep minutes of at least three staff meetings each week (preferably daily) to discuss the following administrative matters:
  - Rotas for duties and activities
  - Staff supervision
  - Student performance and welfare
  - Discipline
  - Student arrivals and departures
  - Any other matter that supports the smooth running of the centre and the academic programme
- You will ensure that all activities and excursions are publicised in advance and well organised. You should also encourage active participation by students and staff in the activity programme, ensuring that all students enjoy themselves while in a safe environment. You will liaise with the Centre Manager daily in order to organise activities and excursions. You will take part in the activities yourself when appropriate.
- You will check bookings for all coaches, attractions and sports activities, and for excursions you will ensure that cash, vouchers, tickets, cheques, maps, guides, coach lists and excursion protocol sheets are organised as required. If you are missing any information you should liaise with the Centre Manager in the first instance or Head Office in case of emergency. When travelling with students on coaches, you will ensure that Teachers and Activity Leaders are aware of appropriate procedures and behaviour for the journey.
- You need to understand the job descriptions of Activity Leaders and Teachers in order to maintain high professional standards and ensure fairness at all times.
- You will help the Centre Manager make sure that Teachers and Activity Leaders fulfil their contractual duties and complete their contracted number of hours/units each week.
- You will allocate tasks to Activity Leaders and make sure they are fulfilling their contractual obligations in the centre at all times.
- You will be required to supervise activities and should be prepared to work unsociable hours as required—for example, when students need to be taken to or from the airport, or on disco night.
- At the end of the summer you will submit a report covering the success or failure of any particular activity and suggesting an alternative where appropriate.
- You will be required to observe Activity Leaders both individually and in teams and provide feedback on their performance. Each Activity Leader will be observed at least once and records of this will be returned to Head Office with their final staff appraisals.



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## General duties

- You will arrive at your centre punctually, at times agreed with the Centre Manager and Academic Manager. You will dress suitably for your status in accordance with Concorde International's professional image. You will behave appropriately at all times when on site, setting an example of sobriety, and treating all students fairly, with due attention to propriety.
- Summer centres are very busy places and there may be duties to perform in addition to those detailed here. Flexibility and common sense are fundamental attributes for this position. As this is a managerial position, you will be required to sign a waiver that confirms you are willing to work more than 48 hours per week if required to do so.
- In a residential centre, you are expected to undertake residential duties such as helping to get students up in the morning, seeing that they are in bed in the evening, ensuring that rooms are tidy and organised, and monitoring laundry services.
- For sports activities, you will ensure that the correct equipment is used, keeping a record of all items issued and checking that they are returned.
- It is a fundamental principle of Concorde International that staff and students work best in a relaxed, friendly and participatory environment both inside and outside the classroom, and you will help maintain such an atmosphere. Your role is a managerial one, and there may be times when you have to take decisions that are unpopular with Teachers and Activity Leaders.

**Please make sure you have read and understood the job description for Activity Leaders**

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## Remuneration

Remuneration for this position is from £450 per week + holiday pay. Returning staff may receive an additional payment as agreed by the Director of Vacation Courses. Payment will be made weekly into your bank account or through our Pre-Paid card system if you do not have a UK bank account. Accommodation and food are provided in residential centres only, unless otherwise approved by the Director of Vacation Courses.

**Reports to:** Centre Manager

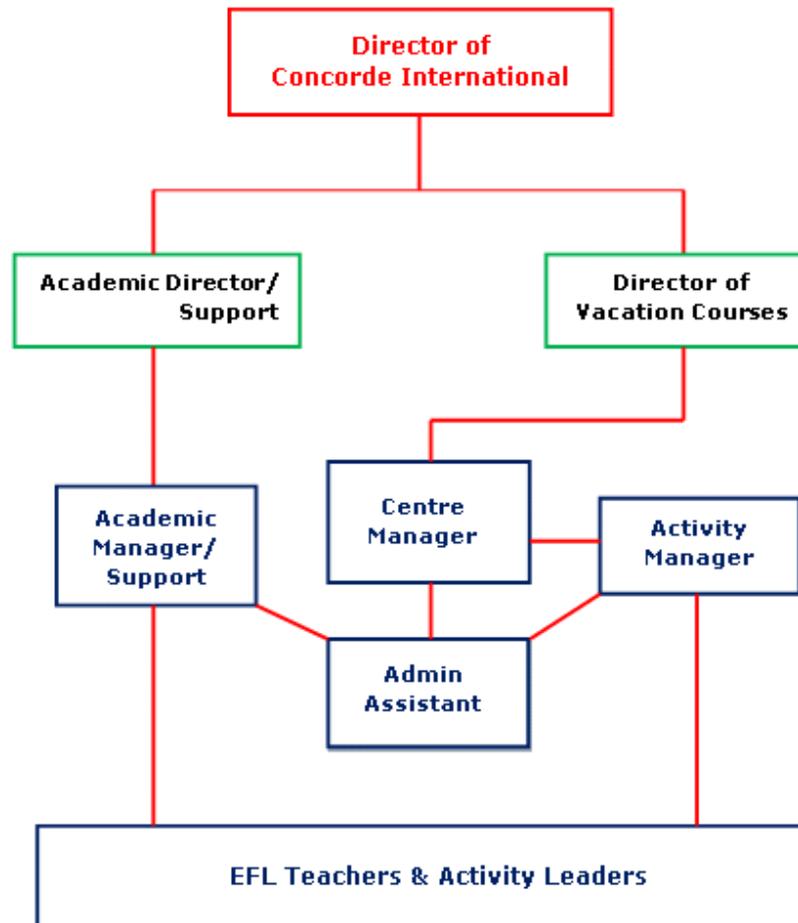
**Location:** Hampshire, Bath and locations in Kent  
(Ashford, Canterbury, Folkestone, Rochester)

## Equal Opportunities

- Concorde International is an equal opportunities employer and does not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- If you are applying from outside Europe, please note that Concorde International is unable to assist in any way with work permits or visas.



# Organisational Structure



## How to Apply

1. Having read the Job Description, complete the application form available on request from Recruitment and return ensuring all information is provided and correct along with your CV and supporting statement.
2. It may take up to 7 days for us to reply to your application; we will let you know whether or not we wish you to complete a pre-interview task. If so please follow the instructions and return the task.
3. We will arrange a mutually convenient time for an interview, taking place in person or over Skype.
4. If the interview has a positive outcome, we will arrange for you to have a brief conversation with the Director of Vacation Courses who will be able to ascertain with whom and where you will be suited to work.
5. Following this you will receive a email offering you a post and location. You should read this email and reply with your acceptance (or otherwise).
6. The offer is conditional upon our receiving satisfactory references, so once we have heard back from you and you have accepted the offer, we will contact your referees.
7. If you have a recent DBS please send us a scan or photocopy. If you do not have a DBS we will explain the procedure to you in a separate email. Overseas applicants will need to provide an official document to include a police check from your own country.
8. If your references are satisfactory we will send you a contract (which you should sign and return to us, keeping a copy for yourself), and tell you how to access the final items of documentation.
9. A few weeks before you start, we will send all the information you need about working at the summer

## For further information contact:

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[recruitment@concorde-int.com](mailto:recruitment@concorde-int.com);

[www.englishactivitycourses.com](http://www.englishactivitycourses.com)