



# Job Description - Activity Leader

## 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 Leader

## Overview

The main role of an Activity Leader is to 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 cultural and learning experience through effective and enjoyable courses conducted in a professional yet personalised environment.

It is preferable for applicants to have experience with sport, drama and dance, arts and crafts and to have previous summer school experience. As the role involves taking groups of students on excursions and local visits, knowledge of the location for which you are applying would be an advantage.

There are two types of Activity Leaders jobs available, **non-residential** and **residential**, in Romsey, Bath and different locations within Kent.

## Essential Requirements

- Able to plan and organise activities such as sports, drama, dance, arts and crafts and others.
- Aged 18+ and fluent in English.
- Eligible to live and work in the UK (we cannot assist in any way with work permits or visas)
- Knowledge of the location for which you are applying

## Desirable Requirements

- Previous experience of working with children or teenagers
- Previous experience of working in a summer school
- Energetic and healthy
- Flexible and able to work in a team
- Able to speak a second language
- Current first aid certificate (£10 weekly pay increment)
- RLSS lifesaving certificate (£10 weekly pay increment)
- Qualified to coach/instruct sports, drama or dance (£10 weekly pay increment)
- Recent DBS check (formerly CRB)

*Please note that some candidates may be required to undertake a post-interview task where any of the above requirements are deemed not to have been met or demonstrated.*



# Job Description - Activity Leader

## General duties

- Welcoming new students to the centre.
- Setting up / packing up the centre and displaying / removing signs.
- Supervising during breaks and lunchtimes and quiet time.
- Preparing afternoon activities and workshops.
- Assisting with fire drills.
- Providing welfare for students who come without a Group Leader ('individual' students) and reporting potentially harmful situations.

## Administration

- Assisting the Centre Manager, Academic Manager and Activity Managers with general administrative tasks.
- Designing and displaying posters and programme information.
- Preparing Welcome Packs, Excursion Packs and student ID badges.
- Photocopying and general office admin.
- Checking students are in their classes.
- Preparing activity plans for each activity, and being familiar with all the risk assessments.
- Ensuring all areas are clean and tidy so Health and Safety criteria is met.

## Activities

- Preparing activity plans for each activity to ensure all students are safe and participating fully in order to benefit from the experience.
- Organising teams/groups and actively participating in activities and events.
- Ensuring sports, audio and other equipment is maintained, returned and stored correctly as well as purchasing resources.
- Encouraging fair play and ensuring all students have a turn.
- Monitoring the students at all times.

## Excursions

- Be early to meet your assigned group
- Counting students on and off coaches and throughout excursions.
- Brief the students and Group Leaders about the itinerary of the excursion including reading the script, introducing the excursion task and checking the answers on the way home.
- Leading and monitoring the walking tour (notes and maps provided) of towns/cities visited.
- Monitoring and being responsible for a group of around 15 students throughout the excursion.
- Ensuring you know the safety procedures and potential risks involved on each excursion (for example how to deal with lost or sick students)

## Duties at Residential Centres

- Assisting on arrival and departure days.
- Waking the students up in the mornings and assisting with lights out in the evenings.
- Assisting students with laundry.
- Encouraging students to keep their rooms and common areas tidy and ensuring emergency exits are kept free from obstruction.
- Ensuring students are prepared for departures and all luggage is collected (some unsociable hours)
- Distributing packed lunches for excursions.
- Ensuring students are safe and monitored at all times.

## Maintaining Standards

- You will perform your duties in a professional manner and dress appropriately for your position.
- You will behave appropriately as an example to younger people.
- You will familiarise yourself with, understand, and adhere to Concorde International's Child Protection Policy. These will be made available to you once employment has been confirmed.
- Flexibility and common sense are fundamental attributes for this position.



# Job Description - Activity Leader

## Remuneration

There are two types of Activity Leader jobs available: **non-residential** and **residential**.

### Activity Leader (non-residential)

£282.60 per week for:

- 36 hours per week of activities, administration, supervision, welfare duties and excursions

It is possible to work at one of our residential centres if you live locally but you will be responsible for your own accommodation and food arrangements.

### Activity Leader (residential)

£282.60 per week for:

- 36 hours per week of activities, administration, supervision, welfare duties and excursions
- 5.5 hours of additional duties to cover your accommodation and catering

Concorde International does not deduct any pay for residential staff but you would work 5.5 additional hours per week instead to contribute towards the catering and accommodation costs

## Allocation of hours

Activities are assigned according to a number of units or hours. One unit is equivalent to three hours.

Activity /Admin Session = 1 unit

Half-day excursion = 2 units

Full-day Excursion = 3 units

Welfare / Supervision = allocated by the number of hours

Sample Rota	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Breakfast	1 hour			Day Off				
Morning	Admin					Admin	Excursion to London	Arrivals
Lunch					1 hour			
Afternoon	Museum	Dover Castle	Sports					Arts & Crafts
Dinner								
Evening			Disco					
Night Duty		3 hours						

This is an example rota

## 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.

## To apply for this position

Please follow the instructions on our website

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