

Activity Leader

Reporting to:

Activity Manager, Centre Director

Responsible for:

Students

Working Timetable:

Usually -Six days a week – One day off; Maximum 48 hours per week.

Employment Period:

End of June - Beginning of August

Location:

Galway, Ireland; Edinburgh, Scotland; Carmarthen, Wales; York, Bristol, Worcester, Bath, Reading, London, Dover, UK

*See website for further information

Please note that due to the logistics of employment, you may be required to be moved to another centre where extra staff are required. In the event that this occurs, MLA will cover all the travel expenses that may be incurred.

MLA's mission statement

MLA (Move Language Ahead) is an industry leader in providing safe, educational, and cultural programmes to students from around the world. Each year thousands of students travel with MLA as part of our short-term English as a second language (ESL) programs. Along with our proprietary ESL curriculum, we also provide our students with great excursions featuring some of the most popular historical and tourist destinations across the country.

Activity Leader; Job role & principal duties

As an Activity Leader you are responsible for entertaining, guiding, planning and leading the students through a variety of activities, which you will both lead and partake in. Duties include taking part and leading activities which take place on and off site. In addition, you will be responsible for residential supervision such as at meal times and pastoral duties. Summer centres are very busy places and there may be duties to perform in addition to those detailed below;

Activities/Responsibilities

- To ensure adequate preparation & set up for on/offsite activities and excursions.
- Lead, supervise, motivate & engage students on activities and excursions, through active participation yourself.
- Pro-actively encouraging the children to take part in planned activities both during the day and in the evenings.
- Preparing full activity plans for each activity, and ensuring that you have read all the risk assessments. To assist in the organisation and preparation of a wide range of activities, including during the day, evenings, weekend excursions and pastoral duties.
- To participate in, supervise and lead all activities including sports, karaoke, disco nights, etc...

Welfare /Safeguarding

- You must take reasonable responsibility for the students under your charge and act to always secure and never to endanger their physical and moral welfare.
- Checking all students are accounted for in the classrooms and during activities/excursions.
- To maintain proper levels of student discipline, safety and welfare.
- To carry out residential supervision duties, including meal and pastoral supervision and guardian duties.
- Welcoming new students to the centre.
- Airport assistance.
- Arrival/Departure procedures.
- To address any student or staff concerns raised to you and report them to the relevant persons involved.
- To be aware of safeguarding duties regarding under 18's.

Company Quality Performance

- To ensure customer satisfaction in the leading of activities and trips at your centre.
- To enthusiastically promote the Activity Programme

Administration Duties

- Preparing Welcome Packs, Excursion Packs and student ID badges.
- Designing and displaying posters and programme information. Photocopying and general office administration.
- To assist in day to day general duties as instructed by senior management.
- To complete post activity/excursion evaluation and observation forms.

Liaising

- To develop and maintain open lines of communication with Group Leaders.
- To liaise with all other members of the MLA Team keeping all lines of communication open.
- To develop a strong rapport with all departments within MLA, developing working and professional relationships.

To uphold MLA as an industry leader in providing safe, educational, and cultural programmes to students from around the world

In the Classroom/On an Excursion/During an Activity/At the Centre

- To behave in a professional manner and demonstrate leadership skills.
- To adhere to Safeguarding and Welfare duties.
- To provide support to all students, Group Leaders and Staff at all times.
- Please refer to the Activity Leaders Manual for more detailed information of duties on an Excursion and During an Activity.

Staff Training/Induction

- To attend all required paid training and induction meetings and take an active part in discussion and feedback prior to start of employment.
- Review itineraries and become knowledgeable about attractions
- Complete any required training sessions/courses both online and in person as directed
- Provide all necessary paperwork prior to employment

Health & Safety

- To comply with all health and safety, first aid and welfare procedures as required by the Company.
- Being aware of relevant fire, health and safety issues in the classroom and around the centre and during excursions.
- This role involves lifting and standing for long periods of time.

MLA Staff Training

- To attend all required paid training and induction meetings and take an active part in discussion and feedback prior to start of employment.
- Review groups, accommodation, programs and itineraries and become knowledgeable about all aspects pertaining to a groups stay.
- Prepare and lead activity and excursion training sessions to all activity staff.
- Complete any required training sessions/courses both online and in person as directed.
- Provide all necessary paperwork prior to employment.

MLA Staff CDP

- All staff are observed in the first week of employment & have appraisals and goal setting tasks.
- You need to be able to set yourself goals that you would like to work on during your time with MLA.
- Weekly training or feedback sessions for yourself as well as leading these sessions for activity staff.

MLA Child Protection & Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, MLA Safeguarding's Policy.
- To provide safety and welfare assistance to students.
- To be vigilant for possible welfare problems of students.

MLA Reputation & Code of Conduct

- To actively support MLA in its mission to provide quality learning.
- To provide courses that will challenge the students (realise their potential) and work together to reach their academic targets and support them.
- To comply with management requests to follow the guidelines of external organisations such as British Council in a timely and accurate manner.
- To be dressed in a presentable professional way and always start on time and if this is not possible to inform your manager as early as possible.
- Develop a good rapport with the students and Group Leaders and avoid absences as much as possible.
- There is a specific list of what code of conduct we expect from all staff members in our Staff Handbook.

MLA Worldwide Equal Opportunities Statement

- *Our Equal Opportunities Policy states: “In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.*
- *The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”*

MLA Welfare and Safeguarding Statement:

MLA is committed to safe practices in recruitment and selection that includes consideration of issues to do with child protection, safeguarding and promoting the welfare of children and young people. Successful applicants will undergo an Enhanced DBS check, have their references verified and checks completed in line with our Safeguarding & Safer Recruitment Policy.”

Person Specification for Activity Leader

- Enthusiasm
- Excellent organisational and Interpersonal skills
- Motivation
- Ability to work in a high-pressure environment
- Flexibility and adaptability
- Ability to work as part of a team

Qualifications/Experience - Ideally you will have:

- A First Aid qualification or willingness to obtain.
- Lifeguard and or/ other coaching qualification.
- Experience of training for or working in the Sport, Leisure, Theatre or similar industry.
- Knowledge of the rules and organisation of one or more sports / games.
- An Interest and able to organise activities such as drama, arts & crafts, talent shows.

Compensation:

Residential:

Age:

18-20 - £355

21-24 - £405

Non-Residential:

£10/hour or 10 euros/hour

*Inclusive of Holiday Pay (12.07%)

**Room and board deduction £55 per week

****You will work up to 44 hours per week, on average, with evening and weekend work being required. You will receive 1 day off per week. Some weeks you will work in excess of 44 hours.

If this is the case your overtime will be compensated with time in lieu given throughout your employment.

PHYSICAL DEMANDS

Do the essential functions of this job require lifting? Yes

If yes, how many pounds? 25 lbs.

Do the essential functions of this job require standing? Yes

Do the essential functions of this job require walking upstairs? Yes

Do the essential functions of this job require stretching? No

Do the essential functions of this job require bending? No