

## ACTIVITY LEADER (2024)

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

### Job Overview

Activity leaders ensure that our students have a great time in a safe environment. You will lead and assist in a variety of activities and workshops such as sports, arts and crafts, talent shows, movie nights, discos, and other fun activities. You will supervise students on educational excursions and provide a high-level of welfare and care throughout the course. We encourage leaders to develop student's leadership skills and support their English journey, by constantly communicating with them in English. This job role gives you the opportunity to gain lots of experience working with children and teenagers from all around the world at an inclusive and welcoming environment.

### Person Specification

You need to be **eligible to work in the UK and be 18 or over**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>have GCSE's</li> </ul>	<ul style="list-style-type: none"> <li>A-Level's or Degree</li> <li>Coaching qualifications</li> <li>a Drama or Performing Arts qualification, Dance or Choreography qualification or Arts &amp; Crafts qualification</li> <li>a First Aid certificate</li> <li>Child Protection Training</li> <li>Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Proof of qualifications</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>have experience in sports, drama &amp;/or arts &amp; crafts</li> </ul>	<ul style="list-style-type: none"> <li>experience working in residential language schools for Young Learners</li> <li>experience in Dance &amp;/or Choreography, Drama &amp;/or Performing Arts or Art &amp; Craft</li> <li>experience supervising on educational excursions</li> <li>experience working with single &amp; mixed nationality groups</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>have a proficient level of fluency in English</li> <li>have good communication skills</li> <li>be flexible &amp; motivated</li> <li>be willing to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Skills</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>have an interest in working with Young Learners &amp; student welfare</li> </ul>		<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>

## Job Description

Activity Leaders report to the Activity Manager & Centre Manager

**Pre-Course**

- To complete Elac’s online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

**Activity & Educational Excursion Programmes**

- To lead students in sports and non-sporting activities, making sure that equipment is set-up prior to student’s arrival, to consider potential hazards concerning Health & Safety & to pack away equipment and tidying when session is finished.
- To accompany, supervise and guide students on our educational excursion programme.
- To encourage student involvement in extra-curricular activities.

**Pastoral**

- To assist students to catch the correct bus safely helping them to get to/from their hosts/the school. *(Homestay centres only)*
- To be involved in pastoral and/or meal time supervision duties.

**Administrative**

- To prepare feedback for the Activity Manager.
- To agree to be observed by the Activity Manager, Centre Manager or Group Leader(s).
- To keep a full record of attendance on activities and to notify the Activity Manager of any absenteeism immediately.

**Safeguarding**

- To liaise with support staff and group leaders on student welfare.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac’s Safeguarding policy at all times.
- To report to and discuss with the Activity Manager any issues arising from the activity sessions.

**General**

- To communicate with students to help improve their English skills.
- To undertake any reasonable duties as and when required.

**This job description outlines the main responsibilities and tasks of the job. 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 Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.**

### Working Hours

- Non-residential Activity Staff are expected to work 13 sessions per week (39 hours maximum). Sessions may not be evenly distributed over the contract period. These sessions will be a combination of activities and educational excursions as well as pastoral, and/or meal duties.
- Residential Activity Leaders’ contracts will include a total of 14 sessions per week.
- An activity session lasts for up to 3 hours and comprises sporting and non-sporting activities. We encourage our staff to use all the skills that they possess in order to deliver a varied and interesting programme for all students on our courses. In addition to staff training, there are guidelines and information, as well as support from your line-manager, to help you plan structured activity sessions for the students on the course.
- On educational excursions staff will be expected to supervise, assist and lead their group around the excursion destination. Staff training, information and guidelines will be provided. Though some pre-excursion research is strongly advised to improve the overall experience for the students.
- Applicants can ask to be included in a list of staff wanting to maximise their earnings by working additional hours (48 hour week work opt-out must be signed).
- Attendance at staff training, both onsite and online, includes general and activity training at the centre (prior to student arrival) is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

**Activity/Educational Excursion Programme**

	Per week	Total hours
<b>Residential</b>	<b>14 Sessions</b>	<b>42</b>
<b>Non-Residential</b>	<b>13 Sessions</b>	<b>39</b>

**1 Activity (3 hours) = 1 Session**  
**1 Educational Excursion (9 hours) = 3 Sessions**  
**6 Pastoral/M meal duties (6x30 min) = 1 Session**

## ACTIVITY LEADER

### Remuneration

- There are 5 Salary levels that an applicant can be offered in their contract. The age of an applicant, their experience with Young Learners & loyalty to Elac Study Vacations are all taken into consideration when deciding an applicant's salary level. Qualifications and experience related to drama, arts & crafts and dance, and experience specific to summer schools will also be taken into consideration.
- SALARY INCLUDES PAYMENT FOR: Activity, Educational Excursion and Pastoral work etc. as indicated above.
- Residential contracts include residential board and accommodation. You will usually be accommodated in single rooms in staff accommodation areas although you may be accommodated in the student accommodation areas if required.
- For Residential Activity Leaders £69.93 for full-board accommodation will be deducted from the weekly salary amounts below.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract (See details below).
- There may be occasions where you will be asked to work at another location but within the same locality.

Below are examples of gross earnings per week at all levels when no holiday days have been taken.

NON-RESIDENTIAL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>BASIC PAY</b> <i>Per activity hour</i>	£375.00pw £9.65/hour	£400.00pw £10.25/hour	£425.00pw £10.90/hour	£450.00pw £11.55/hour	£480.50pw £12.20/hour
<b>+ 12.07% HOLIDAY PAY</b> <i>(if no holiday taken)</i>	£45.26pw	£48.28pw	£51.30pw	£54.32pw	£58.00pw
<b>TOTAL WEEKLY PAY</b>	<b>£420.26pw</b>	<b>£448.28pw</b>	<b>£476.30pw</b>	<b>£504.32pw</b>	<b>£538.50pw</b>
<b>Extra Activity Session (3 hours)</b>	£28.95	£30.75	£32.70	£34.65	£36.60

  

RESIDENTIAL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>BASIC PAY</b> <i>Per activity hour</i>	£375.00pw £9.65/hour	£400.00pw £10.25/hour	£425.00pw £10.90/hour	£450.00pw £11.55/hour	£480.50pw £12.20/hour
<b>Minus £69.93 accommodation</b>	£305.07pw	£330.07pw	£355.07pw	£380.07pw	£410.57pw
<b>+ 12.07% HOLIDAY PAY</b> <i>(if no holiday taken)</i>	£36.82pw	£39.84pw	£42.86pw	£45.87pw	£49.56pw
<b>TOTAL WEEKLY PAY</b>	<b>£341.89pw</b>	<b>£369.91pw</b>	<b>£397.93pw</b>	<b>£425.94pw</b>	<b>£460.13pw</b>
<b>Extra Activity Session (3 hours)</b>	£28.95	£30.75	£32.70	£34.65	£36.60

### Easter Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Eastbourne College, Eastbourne	10 – 17 years	23 <sup>rd</sup> March	24 <sup>th</sup> March – 13 <sup>th</sup> April	3 Weeks
Prior Park, Bath	10 – 17 years	29 <sup>th</sup> March	29 <sup>th</sup> March – 13 <sup>th</sup> April	4 Weeks

### Summer Centre Dates

Centre	Student Ages	On-site Staff Training	Contract Dates	Contract Lengths
Ardingly College, Haywards Heath	11 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 11 <sup>th</sup> August	2 - 6 Weeks
Bath Spa University, Bath	11 – 17 years	30 <sup>th</sup> June	1 <sup>st</sup> July – 11 <sup>th</sup> August	2 – 6 Weeks
Nottingham University, Nottingham	11 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 29 <sup>th</sup> July	2 - 4 Weeks
Eastbourne College, Eastbourne	11 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 12 <sup>th</sup> August	2– 6 Weeks
Christ's Hospital School, Horsham	11 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 13 <sup>th</sup> August	2 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	2 <sup>nd</sup> July	3 <sup>rd</sup> July – 13 <sup>th</sup> August	2 - 6 Weeks
Prior Park College, Bath	11 – 17 years	7 <sup>th</sup> July	8 <sup>th</sup> July – 4 <sup>th</sup> August	2 – 4 Weeks
Berkhamsted School, Berkhamsted	10 – 17 years	7 <sup>th</sup> July	8 <sup>th</sup> July – 18 <sup>th</sup> August	2 – 6 Weeks