

## Where learning meets adventure



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# Applicant information pack

Job title: **Activity Leader**

Job type: **Full-Time, Temporary**

Supported by: **Social Programme Manager**



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## Safeguarding Commitment:

Elac prioritise the welfare of children. Staff must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

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# Why Work With Us

- ✓ 35 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



**Professionalism**



**Integrity**



**Relationships**

**Our Values**



**Innovation**



**Social &  
Environmental  
Ambition**



# Your Development

## What you will gain from working with us:



**A Strong Sense of Community:** Build lasting friendships and connections



**Global Exposure & Cultural Enrichment:** Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



**Skill Development:** Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



**Career Advancement:** Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

## We are proud to provide ample opportunities for professional development. We offer:

### Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

### Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

### Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal





# About Us

## Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





# Support & Wellbeing

## Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





# Role Overview

As an Activity Leader, you'll lead a variety of activities, including sports, cultural exchange, talent shows, and excursions, all while using English to support students' language development. You'll provide high-quality welfare and care, ensuring a safe, supportive environment. This role offers valuable experience working with international children and teens in an inclusive setting.

## Key Responsibilities:

- **Lead and Facilitate Activities:** Plan, organise, and lead a range of engaging activities such as sports, creative activities, talent shows, movie nights, discos, and other recreational events.
- **Supervise Excursions :** Lead and supervise students on educational excursions, delivering engaging walking tours that enrich the learning experience while ensuring the group's safety, promoting active participation, and providing assistance as needed.
- **Supervise Meal Times:** Be involved in supervising students in Breakfast, Lunch and Dinner.
- **Support English Language:** Communicate with students in English during all activities, helping them to improve their language skills and providing an immersive language experience in a supportive environment.
- **Collaborate with Colleagues:** Work as part of a team with other activity leaders and staff to ensure the smooth running of the programme, contributing to team discussions and shared responsibilities.
- **Ensuring Safety:** Maintaining a safe and positive environment for all participants. This includes being aware of safety procedures and emergency protocols.





# Additional Responsibilities

<b>Pre Course</b>	<ul style="list-style-type: none"><li>• Complete Elac's online staff induction before arrival</li><li>• Attend all pre-course staff training (online and at the centre)</li></ul>
<b>Activity Leading</b>	<ul style="list-style-type: none"><li>• Plan activities with direction from the Social Programme Manager</li><li>• Organise, set up and lead activities</li><li>• Pack away equipment at the end of the session</li><li>• Encourage student involvement in extra-curricular</li></ul>
<b>Educational Excursions Programme</b>	<ul style="list-style-type: none"><li>• Supervise and guide students on educational excursions (as per contract)</li><li>• Interact and encourage the speaking of English with the groups</li></ul>
<b>Administrative</b>	<ul style="list-style-type: none"><li>• To prepare feedback for the social Programme Manager</li><li>• Agree to be observed by senior staff or Group Leaders</li><li>• To keep a full record of attendance on activities</li></ul>
<b>Safeguarding and Pastoral</b>	<ul style="list-style-type: none"><li>• Liaise with support staff and Group Leaders on student welfare</li><li>• Follow all Elac policies and implement the Safeguarding policy at all times</li><li>• To assist students to catch the correct bus safely helping them to get to/from their hosts/the school. (Homestay centres only)</li><li>• To be involved in pastoral and/or meal time supervision duties.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To communicate with students to help improve their English skills.</li><li>• Undertake any reasonable duties as and when required</li><li>• Be a Role Model: Demonstrating Elac's positive values at all times</li><li>• Read and adhere to the Elac policies</li></ul>

**This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.**



# Are you right for us?

## Essential

## Desirable

### Qualifications

- Have GCSE's

- A-Level(s) or Degree
- Coaching qualifications
- Qualification in Creative Activities (e.g., Dance, Choreography, Drama, or similar)
- Lifeguard qualification
- First Aid certificate
- Child Protection Training
- Full driving licence

### Experience

- Have experience in sports, drama or creative pursuits.

- Experience working with children or young people.
- Experience in leading or assisting with group activities (e.g., Sports, Drama, Creative Activities Scouts, Guides etc)
- Experience supervising on educational excursions
- Experience working with single & mixed nationality groups

### Skills

- Have a proficient level of fluency in English
- Have good communication skills
- Be flexible & motivated
- Be willing to work as part of a team

- Ability to manage and engage children in a fun educational environment
- Organisational skills, setting up activities and grouping students.
- Problem solving (ability to think quickly and adapt activities as needed)

### Personal Qualities

- Must be 18
- Right to Work in the UK
- Have an interest in working with Young Learners & student welfare

- Confident
- Adaptable
- Team Player



# Pay & Conditions

	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Weekly Pay	£440.00	£445.00	£450.00	£480.00	£500.00
Additional Activity Session (3 hours)	£35.00	£35.50	£36.00	£38.25	£40.00
<b>Total Weekly Pay Including Holiday Pay - Non Residential</b>	<b>£493.11</b>	<b>£498.71</b>	<b>£504.32</b>	<b>£537.94</b>	<b>£560.35</b>
<b>Total Weekly Pay Including Holiday Pay - Residential</b> (difference due to accommodation supplement deduction on basic pay before holiday pay calculated)	<b>£406.03</b>	<b>£411.63</b>	<b>£417.24</b>	<b>£450.86</b>	<b>£473.27</b>

- **Non-residential Activity Staff:** 12.5 sessions per week (up to 37.5 hours), including activities, excursions, pastoral, and meal duties.
- **Residential Activity Leaders:** 13.5 sessions per week (up to 40.5 hours per a week), including activities, excursions, pastoral, and meal duties.
- A weekly accommodation supplement of £77.70 will be deducted.
- **Contracted Hours:** May vary throughout the contract. An example for a residential Activity Leader could be working 48 hours in week 1 and 30 hours in week 2.
- **Activity Sessions:** Each lasts up to 3 hours, covering both sporting and non-sporting activities.
- **Educational Excursions:** Staff will supervise and lead groups, with training and guidelines provided.
- **Additional Hours:** To maximise earning potential, there is the option to work more than 48 hours per week with an opt-out agreement.
- **Staff Training:** Attendance at both online and on-site training sessions is required. A payment of £80 will be paid to staff who complete all training sessions. Those who do not attend the on-site training will receive a reduced payment of £30. These payments will be paid at contract end.

**PLEASE NOTE:** Residential staff have board and accommodation included, though a weekly accommodation supplement of £77.70 will be deducted.

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# Our Centres





# Centre Details



Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
<b>Ardingly</b> (Ardingly College)	11 - 17 years	1 <sup>st</sup> July to 11th August 2026	29th June 2026 from 6pm	30th June 2026 9.30 to 12.30pm and 2-5pm
<b>Bath University</b> (University of Bath)	11 - 17 years	1 <sup>st</sup> July to 11th August 2026	29th June 2026 From 6pm	30th June 2026 9.30 to 12.30pm and 2-5pm
<b>Bath Prior Park</b> (Prior Park College)	11 - 17 years	6th July to 2nd August 2026	4th July 2026 From 6pm	5th July 2026 9.30 to 12.30pm and 2-5pm
<b>Cirencester</b> (Royal Agricultural University)	7 - 17 years	2nd July to 12th August 2026	30th June 2026 From 6pm	1st July 2026 9.30 to 12.30pm and 2-5pm
<b>Eastbourne</b> (Eastbourne College)	11 - 17 years	1 <sup>st</sup> July to 11th August 2026	29th June 2026 From 6pm	30th June 2026 9.30 to 12.30pm and 2-5pm
<b>Horsham</b> (Christ's Hospital School)	11 - 17 years	8th July to 4th August 2026	6th July 2026 From 6pm	7th July 2026 9.30 to 12.30pm and 2-5pm
<b>Nottingham</b> (Nottingham University)	11 - 17 years	1 <sup>st</sup> July to 11th August 2026	29th June 2026 From 6pm	30th June 2026 9.30 to 12.30pm and 2-5pm

**We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.**

**Apply online or send us your CV:**



[elac.co.uk/application-form](https://elac.co.uk/application-form)



[recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)



Your Elac  
adventure  
awaits!



Apply  
Now 

Apply online or send us your CV:

 [elac.co.uk/application-form](https://elac.co.uk/application-form)  [recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)

**elac.co.uk**

