



# Job Description - Activity Leader

## About Concorde International

Concorde International has been welcoming students from all over the world for more than 50 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

### Our academic objective...

...to **break the language barrier** between young people from all nations and backgrounds via student-centred classes and an overall emphasis on effective communication.

### Our social objective...

...to enable all involved to **make friends across the world** in a safe, fun and engaging environment where the English language can be utilised in fulfilling contexts.

### Our quality objective...

...to strive for excellence in all that we do in accordance to accreditation parties and high standards within our industry.

### Our professional objective...

...to guarantee that our staff are qualified, suitable and motivated towards the goal of providing students with the best that we can.



### Our development objective...

...to provide those with whom we work with training and assistance in order to increase the experience and education of our clients.

### Our welfare objective...

...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.

### Our growth objective...

...to continue to explore new opportunities within which we will provide people with the skills they need to communicate in English.

### Our overall objective...

...to ensure that **studying English in England** with Concorde International is as fulfilling, enjoyable and beneficial an experience as possible for everyone.



# Person Specification - Activity Leader

## Overview

Concorde International Summer Schools welcomes international students aged 5-17 each summer for a programme of English language lessons, activities and excursions. We have several locations in Kent and Bath in July and August. The activity and welfare sessions account for over 75% of their experience and are planned to encourage students to continue their language learning outside the classroom whilst enjoying fun, engaging games and excursions in a safe and inclusive environment.

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 our summer centres. Please check website for more information about our summer school locations.

## Essential Requirements

- Previous experience working with children/teenagers OR experience in a customer service environment.
- 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 in a summer school
- Previous experience of working in a residential school
- Flexible and able to work in a team
- Able to speak a second language
- Current UK recognised first aid certificate
- RLSS lifesaving certificate
- Qualified to coach/instruct sports, drama or dance
- Recent DBS check (formerly CRB)

## Junior Activity Leaders

If you are aged 16 or 17 and live local to the summer centre you are welcome to apply for a Junior Activity Leader position. We do not have any residential positions for this role.

## Senior Activity Leaders

If you have previously worked for Concorde International or another language school and have demonstrated the necessary leadership skills we require for this role we may recommend you for a senior activity leader position. This decision will be made post interview and may require a second interview.

***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 Safeguarding Policy. These will be made available to you once employment has been confirmed.
- Flexibility and common sense are fundamental attributes for this position.



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## Professional Pathway

At Concorde International, we want every member of our staff to perform at the best of their abilities and understand that they are an essential part of the organisation. We pride ourselves on the number of returning staff we have each year and our new professional pathway sets out how you can progress from a new Activity Leader all the way through to management over the years that you are with us.

Each level has criteria that must be met and will need to be evidenced by completing session plans, having observations completed by a more senior member of staff and can also be accompanied by appraisals and recommendations from your centre management team. This will all make up your professional Pathway Portfolio which you can build on each summer you spend with us.

By joining Concorde International you are taking your first steps to success on our *professional pathway*.

### Level 1

#### Level 1 - Activity Leader

Is able to perform to the levels required in the job description

### Level 2

#### Level 2 - Activity Leader - £10 bonus per week in addition to your salary

Is performing to a high standard, able to plan independently and lead excursions by themselves confidently. Evidenced by observations and plans in the portfolio.

### Level 3

#### Level 3 - Activity Leader - £20 bonus per week in addition to your salary

Is performing to an exceptional standard, able to lead the planning of an activity, observe and give feedback, be a excursion lead and complete various tasks of a Senior AL. Evidenced by observations and plans in the portfolio.

### Level 4

#### Level 4 - Senior Activity Leader

Is able to perform to the levels required in the Job Description

### Level 5

#### Level 5 - Senior Activity Leader - £10 bonus per week in addition to your salary

Is able to give constructive feedback following observations of activities. Is able to assist with the planning of excursions, is able to assist with managing supervision time.

### Level 6

#### Level 6 - Senior Activity Leader - £20 bonus per week in addition to your salary

Is able to complete all tasks assigned with accuracy and competence.  
Is able to complete various tasks of an activity manager.

### Level 7

#### Level 7 - Activity Manager

Is able to perform to the levels required in the Job Description

### Level 8

#### Level 8 - Activity Manager - £10 bonus per week in addition to your salary

Is able to effectively complete all responsibilities as well as assist the CM with their responsibilities.

### Level 9

#### Level 9 - Activity Manager - £20 bonus per week in addition to your salary

Is able to effectively complete all responsibilities as well as complete various tasks of the CM.



# Job Description - Activity Leader

## Remuneration

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

### Activity Leader (non-residential) 38 hours per week

18+ Years old    £437.00 per week for 38 hours

Concorde International pays all Activity Leaders the same rate of pay, regardless of age. All staff are paid monthly.

We welcome applicants to work at our residential centres if you live locally but you will be responsible for your own accommodation and food arrangements.

### Activity Leader (residential) 48 hours per week

18+ Years old    £552 per week for 48 hours + Food + Accommodation

Concorde International pays all Activity Leaders the same rate of pay, regardless of age. All staff are paid monthly.

We will deduct £69.93 per week Accommodation Offset to contribute towards the catering and accommodation costs. The total will be deducted from your final pay depending on length of contract.

## Induction and Holiday Pay

All Activity Leaders will need to attend a half-day induction prior to the commencement of the course. The inductions are paid at 5 additional hours and paid at the end of your contract.

Activity Leaders will accrue paid holiday entitlement at 5.6 weeks pro-rata to be either taken off at the end of your contract.

## Allocation of hours

Each centre has a different rota according to the needs of the location and size of centre. This is an example rota for illustration purposes only. The Centre Manager will produce the rota in the centre each week.

There may be occasions during peak times when you are required to work more hours than you are contracted. Any extra hours worked will be paid in addition to your weekly pay or given as time off in lieu.

Staff working in residential centres will be required to assist with supervision at meal times, before and after activities and social time.

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

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 of the UK, 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.concorde-recruitment.com](http://www.concorde-recruitment.com)