



Job Description – Activity Leader Junior Summer Centres

Introduction

The Lewis School of English was established in 1976 and has been running junior programmes since 1997. Our main school and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK, and are an Investor in People. We proudly describe ourselves as a 'boutique' language school – independent, customer-focused and high in quality.

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

Working Week

Activity Leaders typically work 6 days per week, with at least 1 full day off per week. Working hours include activities, trips, excursions, supervision duties (mealtimes, breaks, night duties etc.).

Non-residential staff will not be required to carry out night duties or breakfast supervision.

Main Duties / Responsibilities

- To enthusiastically promote and execute the Activity Programme
- To set up and lead activities and trips
- To ensure adequate preparation for all sessions
- To guide students on excursions
- To attend all activity and excursion briefings
- To maintain proper levels of student discipline, safety and welfare
- To carry out residential supervision duties, including meal and bedtime supervision and guardian duties

Please note that this position will require significant amounts of walking on guided tours, carrying equipment and moving furniture for indoor activities.

This position reports to the Activities Manager

Person Specification

Essential:

Enthusiasm, flexibility and good interpersonal skills
Ability to work in a high pressure environment
Excellent organisational and time management skills
Ability to work as part of a team

Ideally you will have:

First aid qualification
Experience working with or supervising minors
Residential experience

Weekly Pay for Activity Leaders

Based on a full time contract (42 hours per week):

Age 18-20:	£225 per week (residential staff), £240 per week (non-residential staff)
Age 21-24:	£285 per week (residential staff), £300 per week (non-residential staff)
Age 25 +:	£305 per week (residential staff), £320 per week (non-residential staff)

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

Returning staff may be eligible for a loyalty bonus- £10/week per year (up to 2 years).

You must be eligible to work in the UK and you will need to provide, or agree to undergo a Criminal Records Check.

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