

Job Description: Excursion & Activity Leader

Reporting to the Excursion & Activity Manager and Activity Coordinator

The Excursion and Activity Leader is responsible for leading and delivering the excursion and activity programme in conjunction with the Excursion & Activity Manager and Excursion & Activity Coordinator. Their main responsibility is to make the excursions and activities fun and safe for everyone involved.

Essential qualities and skills:

- ✓ Experience of summer schools or working with young people
- ✓ Boundless energy and enthusiasm
- ✓ Adaptability and flexibility
- ✓ Excellent communication and motivational skills
- ✓ Committed to ensuring the safety of students

Desirable qualities and skills:

- ✓ Knowledge of London
- ✓ Relevant First Aid Qualification
- ✓ Qualifications/experience in related subjects such as drama, sports and music etc.
- ✓ Willingness to learn and adopt new teaching methods
- ✓ Comfortable using the Underground

Working Hours:

An Excursion and Activity Leader is required to work 24 sessions per fortnight. A session is defined as an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two sessions). Airport transfers may be considered as one or two sessions depending on the duration. **One session is reserved to cover any supervisory duties (meal times etc) as arranged by the Centre Management.** In some centres excursions and activities may take place at weekends and it may be necessary for EALs to work on six consecutive days.

Duties:

- ✓ Comply with the relevant sections of Sports and Activities handbook
- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Support the Excursion and Activity Manager and Excursion & Activity Coordinator in the preparation and delivery of all excursions and activities.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy
- ✓ Attend the staff induction and assist with the centre set up as required
- ✓ Meet and greet students at the airport and accompany them to the Centre as required
- ✓ Ensure that all equipment and materials are in place for the start of an activity and returned at the end
- ✓ Prepare and deliver an engaging programme of sports and activities and ensure that the students are involved and enthusiastic
- ✓ Feedback regularly to the Excursion & Activity Coordinator and Excursion and Activity Manager
- ✓ Complete exit feedback at the end of your contract
- ✓ Read, understand and sign off to all risk assessments for excursions
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times
- ✓ Participate in staff meetings
- ✓ Regularly help to update an activity/sports notice-board
- ✓ Deal quickly and effectively with student and group leader queries regarding sports
- ✓ Maintain accident and damage records
- ✓ Maintain and be responsible for all activity equipment, materials and registers
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Dress appropriately at all times
- ✓ Supervise mealtimes (and lights-out for residential staff) as required
- ✓ Maintain an entirely professional manner at all times and in all dealings with students
- ✓ Maintain the good name and reputation of UKLC at all times

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

Basic weekly salary ranges from £250 - £315, with increments awarded for returnees and based on experience and qualifications. All salaries are paid monthly in arrears. Full board accommodation is provided in return for full residential support and some supervision duties; these will be in the form of mealtime duty and lights-out duty which will be on a rota basis.