



# Activity Leader

Summer 2010

Max of 35 hours @£6.25 per hour

## Job Description

A well-organised and implemented activities programme is crucial to the success of a summer school, and proactive, enthusiastic, motivated Activity Leaders are integral to the high standards of service St Andrew's College Summer schools provide to their clients. If appointed you will be expected to plan, organise and promote activities and excursions, as well as encouraging and motivating students to participate so that they get the full benefit from their stay. We are especially interested in applicants with recognised first aid certificates or coaching qualifications, for which an increment may be payable. Applicants with a strong background in the arts are also encouraged to apply, and an increment may be payable for certain qualifications (please consult us).

An outlined social programme is prepared by the Director of Operations and coordinated by the Liaison and Activities Manager. Activity Leaders are responsible for promoting, organising and running all activities and events, both on and off campus, under the guidance of the Liaison and Activities Manager. They may also need to supervise other staff when leading activities and excursions, encouraging them to take a full and active part.

Activity Leaders work up to a maximum of 35 hours a week over a six-day week, and receive one full day off per week. Duties include, though not exclusively, the following: planning and leading activities and excursions, welfare and supervision duties, transfer duties. The time allocated to each of these tasks will be at the discretion of the management team at the centre. You must be flexible and willing to undertake any task as directed.

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you will be subject to a Disclosure Scotland background check. (Payable by the employee).

All non-management staff undergo a paid induction day, and you may be asked to start work after this induction. Both the induction and the work afterwards are paid.

Non-residential staff receive lunch when working, and dinner if on official evening duties.

### Reports to: Liaison and Activities Manager



## Job Description - Activity Leader

### Main Responsibilities and Duties

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
2. Preparing for activity sessions thoroughly; preparation time can be considerable if you are to ensure the success of the timetabled session. This involves:
  - Planning and promoting the activity
  - Having considered all potential hazards concerning Health & Safety according to guidelines laid down, make necessary provisions to avoid accidents
  - Knowing necessary instructions/directions before session start time
  - Having all equipment and decorations, if appropriate, set up before students arrive
  - Packing away all equipment and materials, and tidying the activity space
3. Actively encouraging the involvement of students in activities and events, leading by example.
4. Ensuring events are promoted effectively and that students sign up in advance.
5. Looking after the materials/equipment and ensuring they are returned at the end of each activity.
6. Ensuring that listed students are present at social programme sessions and maintaining accurate registers of their attendance.
7. Providing feedback on the programme for the Activities and Welfare Co-ordinators.
8. Undertaking local travel and research.
9. Generally caring for the welfare of our younger students.
10. Escorting groups on local walks and excursions and ensuring the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay.
11. Assisting with airport transfers and student arrivals and departures.
12. Assisting with centre administration and other general tasks on the course as directed.
13. Assisting in closing the centre and returning equipment.
14. Participate in the Staff Induction Day (paid).
15. To ensure that all St Andrew's College Summer Schools Health & Safety policies are implemented and monitored.
16. Additional duties as required.
17. If holding a First Aid, lifesaving, coaching, or an arts qualification, must be willing to undertake these duties as needed. Increments are only payable where facilities exist at the chosen centre.



## Job Description - Activity Leader

### Essential Requirements / Desirable Requirements

- Able to organise and manage own work
- Effective communicator
- Able to adapt quickly to change and be flexible
- Demonstrate initiative towards taking on extra tasks
- Enjoy working with children and teenagers from different cultures
- Able to address large groups of young people
- Good problem solving skills
- Pass Disclosure Scotland background checking/ vetting procedures.
- Smart personal appearance
- Experience of working with children
- Previous summer school experience
- Previous activity leading experience
- Able to maintain long periods of physical activity

### Rate of Pay: £6.25 per hour + Holiday Pay

All staff accrue pro rata paid holiday during their period of employment.

Holiday entitlement is set at 28 days per annum pro-rata.

Company T-Shirts, lanyards and ID badges are provided and must be worn at all times whilst on duty.

Salaries are paid in arrears into a UK bank account every week.

All staff must be employees of St Andrew's College Summer Schools.