

PARTICULARS OF EMPLOYMENT

Post title: Activity Leader

Salary Scale: Basic rate of

- £278.40 per week (minus £31.57 accommodation offset if residential) for those aged 22+
- £231.84 per week (minus £31.57 accommodation offset if residential) for 18-21 year olds
- Plus accrued holiday pay. Increments available

Department: Operations

Contract: Temporary, Fixed Term

Responsible to: Activities Manager

Maximum hours per week: 48 over a 6-day week

MAIN DUTIES

Under the guidance of the Activities Manager, plan, organise and implement a high quality programme of activities and excursions, leading by example.

Motivate and encourage students to take an active part in the programme.

Supervision, safety and welfare of students

KEY RESPONSIBILITIES (This list is not exhaustive)

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 Manager.
8. Undertaking local travel and research.
9. Carrying out meal time, free-time supervision and, if residential, lights out duties. Other residential duties include morning wake-ups, room checks and generally caring for the welfare of our younger students.
10. Escorting groups on 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. Ensuring that all Stafford House 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.

INFORMATION

A well-organised activities programme is crucial to the success of a summer school, and as an Activity Leader, 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 lifesaving 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 Head Office and coordinated by the 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 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 48 hours a week over a six-day week, and all full-time staff receive one full day off per week. Duties include, though not exclusively, the following: planning and leading activities and excursions, welfare and supervision duties, lights out duties, meal time supervision, transfer duties and centre admin tasks. 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 may be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

All non-management staff undergo a paid induction day, and you may be asked to start work immediately after this induction. Both the induction and the work afterwards (if applicable) are paid and count towards your maximum of 48 hours per week.

Residential staff receive all meals and accommodation. Non-residential staff receive lunch when working, and dinner and if rostered for an evening activity.