

#### PARTICULARS OF EMPLOYMENT

<b>Post title:</b>	<b>Senior Activity Leader/Tour Guide</b>
<b>Salary Scale:</b>	<b>Basic rate of £279 per week for residential positions and £308 for non-residential positions, plus accrued holiday pay. Increments available</b>
<b>Department:</b>	<b>Operations</b>
<b>Contract:</b>	<b>Temporary, Fixed Term</b>
<b>Responsible to:</b>	<b>Activities Manager</b>
<b>Maximum hours per week:</b>	<b>48 over a 6-day week</b>

#### MAIN DUTIES

Plan interesting walking tours of excursion destinations and creating worksheets for students so that they get the maximum benefit from their visit.

Brief staff on the destinations and act as a contact person during these tours.

Plan, organise and lead activities on and off site, motivating students to take an active part.

Welfare duties on a rota basis.

#### KEY RESPONSIBILITIES (This list is not exhaustive)

##### Welfare

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. Supervise student behaviour both on and off campus, including mealtimes and lights out duty on a rota basis.
3. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
4. Carry out meal time and free-time supervision duties on a rota basis and if residential, lights out supervision.

##### Activities and Excursions

5. Prepare for activity sessions thoroughly. Preparation time can be considerable if you are to ensure the success of the timetabled session. This involves:
  - Having all equipment and decorations, if appropriate, set up before students arrive.
  - 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.
6. Brief other staff on the activity/excursion, especially on the procedures and risk assessments involved.
7. Undertake visits to various locations in and near the above centres and research the attractions offered.

8. Plan interesting and attractive walking tours accordingly.
9. Create excursion worksheets for students and group leaders based on your research, giving factual information in an interesting way, keeping in mind the language abilities of the students.
10. Provide the academic department with information so that the walking tours can be closely linked to the lessons.
11. Brief other members of staff on the guided tours
12. Ensure events are promoted effectively and that students sign up in advance.
13. Ensure that listed students are present at social programme sessions and maintain accurate registers of their attendance.
14. Encourage the involvement of students in activities and events, leading by example.
15. Actively take part in sports and other activity sessions with students.
16. Look after the materials/equipment and ensure they are returned at the end of each activity.
17. Escort groups on excursions and ensure the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay.
18. Provide feedback on the programme for the Activities Manager.
19. Applicants with specialist qualifications that are eligible for increments will be required to undertake these duties.

#### **Other duties**

20. Assist with airport transfers and student arrivals and departures.
21. Assist with centre administration as directed.
22. Assist with staff induction when necessary.
23. Assist in closing the centre and returning equipment.
24. Deputise in the absence of the Activities Manager on request.
25. Undertake administrative tasks as directed.
26. Additional duties as required.

### **INFORMATION**

Tour Guides/Senior Activity Leaders are responsible for researching, organising and promoting tours of various locations in and near the above centres. They will visit these places and research the facilities offered, create walking tours based on the major attractions and act as the tour guide. Tour Guides will liaise closely with the teachers or Director of Studies, in order to provide students with information before they go on the walking tours. They will also promote, organise and lead activities and excursions, both on and off campus, under the guidance of the Activities Manager as needed. They will deputise for the AM on request and undertake administrative tasks as necessary. An outlined social programme is prepared by Head Office and implemented by the Activities Manager.

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.

Tour Guides/Senior 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 (including walking tours), 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.

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 (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 if rostered for an evening activity.