

<b>Job Title</b>	<b>Senior Activities Leader</b>
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<b>Reporting to</b>	Activities Manager
<b>Key Purpose of the Job</b>	To work closely with the Activities Manager to ensure the delivery of an outstanding Social Programme by helping the Activities Leaders to plan and execute high-quality sports and activities sessions and assisting with the daily organisation and running of the programme.
<b>Reviewed by</b>	Danny Kenward
<b>Date</b>	November 2018

<b>Key Accountabilities</b>	
<b>1. Session Planning Quality Control:</b>	To ensure Activities Leaders make full and effective use of their daily Preparation Time and that proper session plans are created for every sport, activity or event that takes place (considering the venue/location, hazards, timings, staffing levels, equipment, transport, refreshments etc.) in order to facilitate the delivery of smooth-running, well-organised, and safe sessions which have clear objectives and deliver the aims of the course.
<b>2. Session Delivery Quality Control:</b>	To make sure that all sessions are delivered by the Activities Leaders competently, diligently and safely by checking session plans, conducting session observations and monitoring students' performance and levels of integration and enjoyment in order to create a positive, professional and successful programme in which every student feels engaged, motivated and empowered.
<b>3. Executing Sports &amp; Activities Sessions:</b>	To execute a wide range of sports and activities sessions positively, competently, professionally and safely in order to provide a first class Social Programme for all students attending the Summer School.
<b>4. Professional Coaching:</b>	To provide professional coaching to an appropriate level in any sport in which you are suitably qualified in order to challenge students, enhance their technique and develop their skills.
<b>5. Safety:</b>	To ensure that every sport, activity, club, social event or excursion is executed safely and strictly following Bede's guidelines and protocols (and those of all other relevant regulatory bodies), especially those relating to staff supervision levels, risk assessments and registers, in order to ensure students' safety at all times.
<b>6. Excursions:</b>	To be <u>Trip Leader</u> or <u>Deputy Trip Leader</u> on Trips and Excursions, making sure the Excursion objectives are accomplished, following the Excursion Schedule, ensuring all Excursion procedures and protocols are followed, managing any emergency situations competently and maintaining communication with the Activities Manager in order to ensure the delivery of a safe, fully effective, educational and enjoyable trip for the students of Bede's Summer School.
<b>7. Airport Transfers:</b>	To undertake airport transfers warmly and positively, following all timings accurately, to provide a competent and professional meeting and departure service of the highest quality and with minimal waiting times.
<b>8. House Duties:</b>	To supervise students in the Boarding House, manage their behaviour, enforce bed times, report damage, deal with any incidents that may disrupt the smooth running of House and undertake any other duties as may be required by the House Parent or Welfare Manager to ensure that all boarding houses are managed properly and that the good name of Bede's is upheld within the Host School community.
<b>9. Promoting Good Conduct:</b>	To be aware of, monitor and manage students' conduct and

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behaviour in order to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs or differences.

10. **Pastoral Care:** To constantly be mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Welfare Manager or Centre Director of any concerns.

## Measures

1. Session plans are clear and structured and allow for well-paced, well-staged, safe and enjoyable sessions in which every student can participate and learn something new. Plans are written in such a way that any Activities Leader could lead a session at short notice based on them.
2. Every session is of the highest quality and is executed competently and professionally by the Activities Leaders whose performance is monitored. Under-performing staff are supported, guided and quickly improve to meet Bede's expectations.
3. In the sessions you lead, students learn new and develop existing skills, have fun, feel included, motivated and challenged, are able to practise their English and most importantly, are supervised and kept safe.
4. Sports instruction is competent, engaging, always pitched at the right level so that every student is sufficiently challenged. Every student receives some individual coaching, as well as group tuition. Students develop their skills and techniques. Students feel empowered to learn and progress in the sport.
5. Risk Assessments are read and understood by all staff before every sport, activity, event or excursion takes place. No session, event or trip takes place without a Risk Assessment. Staff supervision ratios meet or where possible surpass minimum requirements. All Bede's systems, procedures and protocols that exist to ensure the safety and well-being of the students are adhered to at all times.
6. Excursion briefing is attended, the purpose of the excursion is fully understood and supported, the excursion schedule is followed, all protocols and procedures are adhered to, head-counts and registers are taken throughout the day, students' behaviour is exemplary, any emergency situations are managed competently and professionally and all students return to the campus happy and safe.
7. Arrival at airport in sufficient time, students are picked up in a timely manner and transported to their correct location, a friendly and warm welcome is offered at all times, Airport Coordinators are contacted at every stage of an arrival or departure.
8. The Boarding Houses are clean and presentable at all times, bedrooms are tidy, students adhere to all House rules and policies, noise, litter and damage are minimal, bed times are enforced, students are happy in their House environment.
9. Rules and boundaries are clear, fair and transparent, praise is plentiful, sanctions, when needed, are given out consistently, in private and are logged for monitoring purposes. Major discipline issues are directed to the Centre Director.
10. Staff presence around the campus is strong and plentiful, any concerns are acted upon, logged and followed up. A friendly but professional staff-student relationship is maintained at all times.

## Key Dimensions Impacted by the Job

1. Up to 270 students per week, depending on the centre.
2. Students aged from 6 to 20 yrs, depending on the course.
3. Up to 55 staff employed in any one week.
4. Up to 25 Activities Leaders employed at any one time.
5. Maximum off-site staff-student ratio of 1:20

6. Maximum staff-student ratio in accommodation at night 1:20
7. Average Boarding House size of 50-60 beds

## Key Skills and Experience

1. Applicants with sports coaching qualifications are preferred, especially in football, tennis, rugby, cricket & basketball.
2. Applicants must have some experience of sports or leisure pursuits in a professional context, such as coaching experience or sports or team management.
3. First aiders and lifeguards are particularly welcome.
4. Minimum 1 year's previous experience of working with children.
5. Experience of managing staff, especially Activities Leaders, is preferred.
6. The ability to prepare and lead a wide range of sports and activities is essential.
7. Experience dealing with international students is preferred.
8. Experience of working in a summer school or education context is preferred.
9. Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured and often challenging environment is essential.
10. A strong and demonstrable awareness of Health & Safety, specifically as it relates to preparing and executing sports & activities, is essential.
11. Strong and demonstrable organisation skills.
12. Ability and disposition to solve minor issues and problems with/between staff and students is required.
13. Ability to lead by example.

## Key Interfaces

1. Activities Manager
2. House Parents
3. EFL Teachers
4. Welfare Manager
5. Centre Director
6. Administrators
7. Students
8. Host School Staff (particularly domestic and facilities staff)

## Operating Environment and Context of the Role

Bede's Summer School, which attracts students from 50+ countries from the ages of between 6 to 20 years, is a highly successful enterprise and renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The Social Programme is crucial for the success of the Summer School experience and is a key contributor of why students return. A first-class programme gives students opportunities not only to learn new skills, develop their technique in sports and have fun, but also to form friendship bonds that can last well beyond the summer; as such, Senior Activities Leaders are expected to create and participate in an environment that fosters team building, co-operation and inclusiveness.

The jobholder needs the skills, technical know-how and experience to ensure the Social Programme, designed by the Activities Manager, is delivered effectively, competently and safely by

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the Activities Leaders, House Parents and EFL Teachers and that all sessions meet, and where possible surpass, students' expectations, who, due to their varying ages, backgrounds and cultures, will all have a different idea of what an outstanding session looks like.

Senior Activities Leaders need to be able to think quickly and to show common sense and attention to detail in a wide range of situations, especially during off-site events such as Excursions, where they are responsible for the well-being and safety of up to 270 students.

Adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a pre-requisite of the job.

It is absolutely crucial that Senior Activities Leaders maintain appropriate boundaries between themselves and the students in their direct care and with whom they come into contact. This may be particularly challenging for Senior Activities Leaders who are close in age to some of the students on the campus. Staff members can never become students' friends.

The working day is long, intense and often quite challenging (especially on excursion days, when Senior Activities Leaders work up to a 14-hour shift), but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Senior Activities Leaders are residential so as to offer students a first class pastoral and welfare service; even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

Senior Activities Leaders are expected to lead by example and are considered ambassadors of Bede's Summer School. As such, they must contribute to upholding the good name of Bede's and at all times, whether on duty or off duty, in uniform or not, Senior Activities Leaders must act appropriately and do nothing that may compromise or jeopardize the School's excellent reputation in the local, national and international community.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ those staff who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best Summer School.

## **Safeguarding**

Bede's School complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

## **Delegated Authority**