

BEDE'S

Job Title	Senior Activities Leader
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Reporting to	Activities Manager
Key Purpose of the Job	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.
Reviewed by	Danny Kenward
Date	November 2022

Key Accountabilities

- 1. Session Planning Quality Control:** 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.
- 2. Session Delivery Quality Control:** 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 to create a positive, professional, and successful programme in which every student feels engaged, motivated, and empowered.
- 3. Executing Sports & Activities Sessions:** To execute a wide range of sports and activities sessions positively, competently, professionally, and safely to provide a first-class Social Programme for all students attending the Summer School.
- 4. Professional Coaching:** To provide professional coaching to an appropriate level in any sport in which you are suitably qualified to challenge students, enhance their technique and develop their skills.
- 5. Safety:** 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, to always ensure students' safety.
- 6. Excursions:** To be Trip Leader or Deputy Trip Leader 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 to ensure the delivery of a safe, fully effective, educational and enjoyable trip for the students of Bede's Summer School.
- 7. Airport Transfers:** 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.
- 8. House Duties:** To supervise students in the Boarding House, manage their behaviour, enforce bedtimes, report damage, deal with any incidents that may disrupt the smooth running of the 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.

9. Promoting Good Conduct: To be aware of, monitor and manage students' conduct and behaviour 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 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. Underperforming 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, can practise their English and most importantly, are supervised and kept safe.

4. Sports instruction is competent, engaging, and 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 always adhered to.

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, headcounts 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. Arriving at the airport in sufficient time, students are picked up in a timely manner and transported to their correct location, and a friendly and warm welcome is always offered. Airport Coordinators are contacted at every stage of arrival or departure.

8. The Boarding Houses are always clean and presentable, bedrooms are tidy, students adhere to all House rules and policies, noise, litter, and damage are minimal, bedtimes are enforced, and 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 always maintained.

Key Dimensions Impacted by the Job

1. Up to 270 students per week, depending on the centre.

2. Students aged from 6 to 20 years, depending on the course.
3. Up to 65 staff are employed in any one week.
4. Up to 20 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 in 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 in 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 to solve 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 between the ages of 6 to 20 years, is a highly successful enterprise and a 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 to 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 job holder 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 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 prerequisite of the job.

It is 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 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 jeopardise 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.

Vision and Mission

Our Vision: Where every child finds joy in their pursuit of brilliance

Our Mission: We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.

- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Safeguarding

Bede's School complies fully with the Department for Education Guidance *Keeping children safe in education* and is committed to safeguarding and promoting the welfare of children and young people. The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

Delegated Authority

Additional Information

This role is Temporary	Contracts between July to August 2023
Safer recruitment in Education	All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.