

## Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### Job description

<b>Job Title:</b>	<b>Activity and House Leader</b>
<b>Reporting to:</b>	Senior Activity Leader/House Parent
<b>Line management responsibility for:</b>	N/A
<b>Main purpose of the role</b>	
<p>To plan and execute a wide range of sports, activities and excursions for the benefit of the students of Bede's Summer School, ensuring their enjoyment, safety and well-being. To lead a Boarding House in collaboration with a House Parent, undertaking a variety of Boarding House and residential duties to ensure the safety and emotional well-being of students and upholding the good name of Bede's.</p> <p><b>Session Planning:</b> To plan and prepare relevant, high-quality, structured, engaging, and enjoyable sports and activities sessions to create a positive and successful environment in which every student feels engaged, inspired and empowered.</p> <p><b>Managing Sports &amp; Activities Sessions:</b> To run and manage 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. Ensure student registers are taken, in case any student is absent or goes missing, ensuring students' safety. To effectively run evening social activities alongside a team of Activity and House Leaders, as instructed by the Senior Activity Leader.</p> <p><b>Proficient Coaching:</b> To provide high-level coaching to an appropriate level in any sport in which you are suitably qualified to challenge students, enhance their technique and develop their skills.</p> <p><b>Risk Assessments/Health &amp; Safety:</b> To read and understand the risk assessment for every sport, activity or excursion you lead or assist with ensuring that Health and Safety policies and procedures are being adhered to, in order for the students to be safe at all times.</p> <p><b>Excursions:</b> To accompany a group of students on a trip or excursion, always following the schedule and all procedures and protocols, to ensure students' enjoyment and well-being. Ensure that student registers are taken regularly in order to keep students safe.</p> <p><b>House Duties:</b> 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, Senior House Parent, Accommodation Manager 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. House duties will include a variety of wake up, break time, meal and free time duties. Activity and House Leaders will have a designated Boarding House to maintain alongside a team of Activity and House Leaders and a House Parent.</p>	

**House Registers:** To take House registers at the appropriate times during the day (wake up, afternoon and evening), always following protocol, in case any student is absent or goes missing, to ensure students' safety.

**Pastoral Care:** To work collaboratively with all staff, but particularly in your designated Boarding House, sharing information as necessary to provide a strong, competent, and consistent welfare service, and to ensure the physical and emotional well-being of all students, constantly being mindful of their attitude, demeanour and performance and dealing with minor problems, referring serious problems to the Welfare Manager and/or Centre Director.

**Sick Students:** To look after any sick students who are under the care of the Nurse or Welfare Manager, but who need to stay in bed, making sure they are comfortable and have access to food and water, to provide students with a first-class care and welfare service.

**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.

**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.

**Set Up and Pack Down:** All centre staff are responsible for and required to help with the set up and pack down of the centre. This will be subject to contract length, therefore you may only be required to help with set up or pack down and not required for both.

**Other Responsibilities:** To undertake such other reasonable duties from time to time as the summer school may reasonably require.

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**Person Specification**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Measured by A, I, E</b>
<b>Education and Qualifications</b>		
Applicants with sports coaching qualifications are welcomed	D	A
First Aid or NPLQ qualified applicants are welcomed	D	A
<b>Knowledge and Skills</b>		
A strong awareness of Health & Safety (specifically as it relates to residential accommodation and to leading sports & activities) is essential.	E	I
Ability to prepare and lead a variety of sports, arts, crafts and performing arts activities	E	A/I
Strong and demonstrable organisational skills	E	I/E
<b>Experience</b>		
Experience of working with children	E	A/I
Experience dealing with international students	D	A/I
<b>Personal competencies and qualities</b>		
Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured, and often challenging environment is essential.	E	I/E
<b>Other Requirements</b>		

**Additional information:**

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 Activities 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 the opportunity to not only learn new skills, develop their technique in sports and have fun, but also to form friendships that can last well beyond the summer. As such, Activity and House Leaders are expected to create and participate in an environment that fosters team building, co-operation, and inclusiveness. Activity and House Leaders should also ensure students' language learning is extended into the activities sessions.

The job holder needs the skills and experience to balance students' fun with safety, whether that be during sports or activities sessions, excursions, supervising students' free time or being on duty in the Boarding Houses. They must be committed to providing a first-class pastoral care service that not only ensures students' physical and emotional well-being but also enables them to feel motivated and empowered to seize every opportunity whilst at Bede's. In collaboration with the House Parent, Activity and House Leaders must create a home-from-home that fosters respect, understanding and inclusiveness within a culturally diverse environment. They need to be able to think quickly and show common sense and attention to detail in a wide range of situations. 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 Activity and House 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 Activity and House Leaders who are close in age to some of the students at the centre. Staff members can never become students' friends.

The working day is long, intense, and often quite challenging (especially on excursion days, when Activities Staff work up to a 12-hour shift), but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Activity and House 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.

Activity and House Leaders are ambassadors of the Summer School and must contribute to upholding the good name of Bede's, locally, nationally, and internationally. At all times, whether on duty or off duty, in uniform or not, staff must act appropriately and do nothing that may compromise or jeopardise the School's excellent reputation.

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.

**Written by: Ana Sadler**

**Date: October 2024**