

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

Job Title:	Senior Activity Leader
Reporting to:	Activity Manager
Line management responsibility for:	Activity Leaders
Main purpose of the role	
<p>To work closely with the Activity Manager to ensure the delivery of an outstanding Social Programme by helping the Activity and House Leaders to plan and execute high-quality sports and activities sessions and assisting with the daily organisation and running of the programme.</p> <p>Session Planning Quality Control: To ensure Activity 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.</p> <p>Session Delivery Quality Control: To make sure that all sessions are delivered by the Activity 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.</p> <p>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.</p> <p>Academies and Specialist Activity Leaders: To effectively manage the specialist activity leaders and their academy. To ensure plans are comprehensive and have clear outcomes for the students. To observe and feedback to the Specialists and support them where appropriate to elevate their sessions.</p> <p>Evening Activities: To plan and lead all evening social activities. Working in collaboration with the Activity manager to devise a fun, varied and engaging programme for the evening activities.</p> <p>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.</p> <p>Safety: To ensure that every sport, activity, 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.</p>	

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 Activity Manager to ensure the delivery of a safe, fully effective, educational and enjoyable trip for the students of Bede's Summer School.

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.

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.

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.

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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).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Sports coaching qualifications are preferred	D	A
First aid qualified applicants and lifeguards are particularly welcome	D	A
Knowledge and Skills		
Ability to prepare and lead a wide variety of activities is essential	E	A/I/E
Strong and demonstrable awareness of Health, Safety and Safeguarding, specifically as it relates to preparing and executing sports and activities is essential	E	I/E
Experience		
Minimum 1 year experience working with children	E	A/I
Experience in line managing staff, especially Activity leaders is preferred	D	A/I
Experience of working in a summer school context is preferred	D	A/I
Personal competencies and qualities		
Strong and demonstrable organisational skills	E	I/E
Ability to lead by example	E	I
Other Requirements		

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 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 Activity Manager, is delivered effectively, competently, and safely by the Activity and House Leaders, 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 12-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.

Written by: Lucy Fox

Date: October 2023

