

# BEDE'S

<b>Job Title</b>	<b>Activities Leader</b>
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<b>Reporting to</b>	Senior Activities Leader / Activities Manager
<b>Key Purpose of the Job</b>	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.
<b>Reviewed by</b>	Danny Kenward
<b>Date</b>	November 2018

<b>Key Accountabilities</b>	
<b>1. Session Planning:</b>	To plan relevant, high-quality, structured, engaging and enjoyable sports and activities sessions in order to create a positive and successful environment in which every student feels engaged, inspired and empowered.
<b>2. Managing Sports &amp; Activities Sessions:</b>	To run and manage 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>3. 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>4. Risk Assessments/Health &amp; Safety:</b>	To read and understand the risk assessment for every sport or activity 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.
<b>5. Excursions:</b>	To accompany a group of students on a trip or excursion, following the schedule and all procedures and protocols at all times in order to ensure students' enjoyment and well-being.
<b>6. 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>7. 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>8. Promoting Good Conduct:</b>	To be aware of, monitor and manage students' conduct and 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.
<b>9. Pastoral Care:</b>	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.
<b>Measures</b>	
<b>1.</b>	Session plans are clear, structured and of the highest quality. Plans allow for well-paced, well-staged 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.
<b>2.</b>	Students learn new and develop existing skills, have fun, feel included, motivated and

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challenged, are able to practise their English and most importantly, are supervised and kept safe.

3. 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.
4. Risk Assessments including any health and safety requirements, considerations are read before every sport, activity session or excursion takes place and is fully understood. If no Risk Assessment is available, the Activities Manager is informed immediately and the relevant Risk Assessment is written.
5. 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 and all students return to the campus happy and safe.
6. 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.
7. 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.
8. 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.
9. 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 up to 1:20 (Depending on centre)
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. We welcome applicants who are qualified to teach classical, contemporary or modern dance.
3. First aiders and lifeguards are particularly welcome.
4. Previous experience of working with children is essential.
5. The ability to prepare and lead a wide range of sports and activities is essential.
6. Experience dealing with international students is preferred.
7. Experience of working in a summer school or education context is preferred.
8. Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured and often challenging environment is essential.
9. A strong awareness of Health & Safety, specifically as it relates to preparing and executing sports & activities, is essential.
10. Strong and demonstrable organisation skills.
11. Ability and disposition to solve minor issues and problems with/between students is required.

## Key Interfaces

1. Senior Activities Leader
2. Activities Manager
3. Senior House Parent
4. House Parents
5. Welfare Manager
6. Centre Director
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 Activities 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, Activities Leaders are expected to create and participate in an environment that fosters team building, co-operation and inclusiveness.

The jobholder 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 need to be able to think quickly and to 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 pre-requisite of the job.

It is absolutely crucial that 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 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 Activities Staff 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.

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.

Activities Leaders are considered 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, Activities Leaders must act appropriately and do nothing that may compromise or jeopardize the School's excellent reputation.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer

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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**