

# BEDE'S

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| <b>Job Title</b> | <b>Activities Manager</b> |
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| <b>Reporting to</b>           | Centre Director   |
| <b>Key Purpose of the Job</b> | To create and deliver a varied, enjoyable and inspiring programme of sports, activities, clubs, social events and excursions for the students of Bede's Summer School, ensuring their safety and well-being at all times. |
| <b>Reviewed by</b>            | Danny Kenward   |
| <b>Date</b>                   | November 2018   |

| <b>Key Accountabilities</b>                |   |
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| <b>1. Programme Design:</b>                | To create a varied, balanced, stimulating and inspiring programme of sports, activities, clubs and social events that is appealing to students, consistent with Bede's marketing materials and exceeds students' expectations, in order to ensure provide a first-class Social Programme of the highest quality for Bede's Summer School.   |
| <b>2. Preparation &amp; Session Plans:</b> | To ensure Activities Leaders make full and effective use of their 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 well-structured sessions.   |
| <b>3. Quality Control:</b>                 | To make sure that the Social Programme is 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>4. Sports Academy:</b>                  | To ensure students attend all of their Sports Academy sessions for which they have paid and receive high-level professional coaching in their chosen sport in order to challenge them, enhance their technique and develop their skills.  |
| <b>5. Trips &amp; Excursions:</b>          | To plan, organise and deliver outstanding trips and excursions that are consistent with the published Summer School Excursion Schedule, that have a strong cultural, historical, touristic and educational value to them and that follow all Bede's off-site procedures and protocols in order to ensure students' enjoyment, interest and safety at all times.   |
| <b>6. Staff Management:</b>                | To lead and manage a team of Activities Leaders competently, confidently and professionally, monitoring their performance by carrying out session observations (and giving useful feedback) and providing support and guidance when necessary in order to build and maintain a team of professional, competent, happy and fully effective Activities Leaders. Contribute to the professional development and training of all Activities Leaders and carry out formal staff reviews and appraisals. Participate in any staff discipline processes. |
| <b>7. 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>8. Risk Assessments:</b>                | To ensure risk assessments have been put in place and read by all appropriate staff. Where risk excursions, activities or social events do not have a suitable risk assessment in place, to complete a new one with the help of the Leisure Programme Manager   |
| <b>9. Transport:</b>                       | To take responsibility for ensuring that the appropriate transport arrangements are   |

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in place for the successful delivery of all off-site activities, events and trips, by booking, reconfirming or potentially cancelling coaches and minibuses, as required.

- 10. Budget:** To maintain a weekly budget and make spending decisions in order to provide the highest quality Social Programme possible, accounting for all money spent with receipts as required.
- 11. 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.
- 12. Promoting Good Conduct:** 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.
- 13. 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. Social Programme is varied, balanced and offers a wide range of sports, activities and social events every day and week. The programme offered exceeds students' expectations and clearly surpasses any sample programme published in Bede's marketing materials. The programme is communicated to students clearly and in a timely manner. Any activities with limited places are managed by way of an advanced sign-up system that is fair, transparent and easy to undertake. All students learn new skills and/or develop existing ones, have fun, feel included, are motivated and are given opportunities to practise their English.
2. 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.
3. Every session is of the highest quality and is executed competently and professionally. The performance of every Activities Leader is monitored; under-performing staff are supported, guided and quickly improve to meet Bede's expectations.
4. Sports Academy 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 instruction. Students develop their skills and techniques and feel empowered to learn and progress in their chosen sport.
5. The Excursion Plan corresponds to students' expectations and where possible, has a strong cultural, historical, touristic and educational value. The purpose of the excursion is fully understood by all staff and students, 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. Activities Leaders are positive, work hard and deliver a first rate Social Programme for the sole benefit of Bede's Summer School students. Staff are managed competently and confidently and are led by example. Staff who "go the extra mile" are recognised; under-performing staff are supported and managed. Reviews and appraisals are carried out on time and are 100% accurate according to Staff Members' strengths, weaknesses, conduct and attitude.
7. 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.
8. All excursions, activities or social events have suitable risk assessments in place which staff

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must read prior to the events happening.

9. All transport arrangements are made, checked and reconfirmed sufficiently in advance of all scheduled off-site sessions, events or trips. Any transport booking surplus to requirements is cancelled in advance. Students' behaviour on coaches and minibuses is exemplary – noise and litter is minimal. Transport providers are happy to work with Bede's Summer School.
10. Budget is spent wisely to provide the highest quality Social Programme possible. All spend is accounted for by way of receipts.
11. 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.
12. 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.
13. 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. 1-2 Senior Activities Leaders employed.
6. On-site staff-student ratios of 1:6, 1:15 or 1:20, depending on students' age.
7. Off-site staff-student ratios of 1:6, 1:10 or 1:15, depending on students' age.
8. Social Programme Budget for entire course of up to £4,000, depending on the centre and number of students.

## **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 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. Senior Activities Leaders
2. Senior House Parent

3. Activities Leaders
4. House Parents
5. EFL Teachers
6. Welfare Manager
7. Centre Director
8. Administrators
9. Students
10. Host School Staff (particularly facilities and grounds staff)
11. Head Office Assistant Principal (Operations)

## **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, Activities Managers are expected to create a programme that facilitates and fosters team building, co-operation and inclusiveness.

The jobholder needs the skills, technical know-how and experience to create and deliver a varied, balanced, stimulating and inspiring programme of sports, activities, clubs and social events for up to 270 students, who, due to their varying ages, backgrounds and cultures, will all have different expectations and preferences and a different idea of what an outstanding programme means.

They need to be able to think quickly and to show common sense and attention to detail in a wide range of situations when dealing with their peers, staff and students. Adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a pre-requisite of the job.

The Activities Manager must have the wide-ranging skills, knowledge, experience and understanding of children to ensure their safety at all times, whether this be during a football match, blind date event or disco on campus or during an excursion for 200+ students to Brighton, Cambridge or London.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Centre Management Team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Managers' Office can get exceptionally busy with many things happening at the same time; as such, high levels of resilience are required by the jobholder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment.

It is absolutely crucial that Activities Managers maintain appropriate boundaries between themselves and the staff under his/her leadership and with whom they come in contact during the course of their duties. This may be particularly challenging for Activities Managers who are close in age or who have limited experience of managing Sports/Activities Staff, many of whom are young,

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energetic University students looking for a good time during this short period of summer employment.

Activities Managers 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, Activities Managers must act appropriately and do nothing that may compromise or jeopardize the School's excellent reputation in the local, national and international community.

It goes without saying that Activities Managers must also maintain appropriate boundaries between themselves and the students - they can never become students' friends.

The working day is long, intense and often quite challenging (especially on days when there are lots of different on- and off-site activities all happening at the same time) but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Activities Managers 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.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Managers who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition 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**

Authority to spend Activities Budget