

Job Title: Activity Leader

Reporting to: On-site Social Director

Job purpose: Under the guidance of the Social Director help to plan, organise & implement the social programme to a high standard.

Work alongside the SUL team in relation to the social programme & other duties as required.

Motivate and enthuse the students to fully take part in all activities and excursions leading by example.

To assist the Social Director with all risk assessments associated with the social programme and be responsible for student & staff welfare during the activities & excursions.

This position involves working weekends and unsocial hours. You will live on-site for the duration of the course. Full board accommodation is provided as part of the salary package.

This is a role of high responsibility, not only ensuring the success of the Social Programme; you will be responsible for the welfare & enjoyment of students during all aspects of the social programme, and at all times in a residential situation.

DUTIES & RESPONSIBILITIES:

In relation to SUL Head Office:

- To have read & understood the role of the SUL International Schools Activity Leader, the SUL Child Protection policy and any accreditation requirements (ABLS) prior to the start of employment. (Documents will be supplied when SUL have received your signed contract)
- To carry out all tasks concerned with the setting up, administration & closing down of the summer school
- To fulfil your obligations on reporting & feedback
- To represent SUL at all times

In relation to College staff:

- Respect site facilities at all times.
- Build good working relationships with all site staff.
- Ensure you are fully conversant with ALL onsite rules & regulations.

In relation to the SUL team on site:

- Fully immerse yourself in the SUL team and life as an International School staff member.
- Meet every day with the Social Director.
- Assist with bedtime duties as required.

In relation to overseas students:

- Meet & greet students on arrival – with all of the team
- Put up signage to help orientate students
- Ensure the safety, wellbeing & enjoyment of every student
- Implement health & safety procedures as necessary including risk assessments
- Ensure proper discipline is maintained throughout the activities & excursions.
- Help with registration, & petty cash handling.

In relation to the social programme:

- Assist in the planning & implementation of afternoon and evening activities.
- Assist with checking the transport & leisure venue providers all coach bookings & venue bookings – dates / times / numbers etc well in advance of the activity/excursion
- Promote and implement the day to day activities. This includes the creation of a large, visual board and display of the week's activity programme in a place accessible to students and maintaining this daily
- Assist with the planning and implementation of the full-day excursion and half-day visits
- Supervise and monitor students on all activities & excursions.
- Sell/promote optional extra tours and activities
- Ensure health & safety standards/procedures are implemented for each tour/activity/event, including a risk assessment
- Assist with the organisation of an excellent Welcome Party and a Leaving Party for the students!
- Assist students with ideas for the Talent show!
- Motivate and include students at all times.

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

No formal qualifications are necessary. However, applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 13 and 18 years old.

Essential qualities:

- Excellent communication & organisational skills.
- Flexibility
- Ability to multi-task effectively
- Sporty and outdoor approach to life
- Ability to work in a fast paced environment.
- Experience of working with young people.
- A sense of humour & a sense of fun!
- A “can do” attitude.

Desirable, but not essential:

- Previous working experience within a team
- Experience supervising minors
- Administrative experience
- Knowledge of other cultures

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

You will be required to have a full DBS check for this position (please see the website for instructions).



SUL Language Schools has been inspected by
ABLS a UK Visa and Immigration approved body.

w: www.sul-schools.com
e: marketing@sul-schools.com

t: +44 (0)1726 814227
f: +44 (0)1726 813135

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