

Activity Leader (Non-Residential)

St Giles has 69 years' experience in providing high quality English courses. From the moment our young learners arrive, St Giles staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

St Giles Juniors attracts students from more than 50 different countries and is a highly regarded summer school provider. Our residential Juniors programmes welcome children from age 8 to 17 and 5-17 on Family Courses. All staff are considered ambassadors of the company and are challenged, both individually and collectively, to share the organisation's ethos and actively contribute towards achieving its objectives. Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ people who are willing to accept this responsibility and have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best junior course provider.

It will be necessary to always put the welfare of students first. The working day is challenging and can be very tiring, but also filled with teamwork and a real sense of achievement in delivering an exceptional programme, ensuring that our students have a positive experience from the moment they arrive.

Job Description

Reports to: Activities Manager primarily and/or Centre Manager

Set-up:

- Attend staff training and induction before start date and assist with centre set-up (if employed from week 1 of centre).

Activities:

- Take responsibility for leading assigned activities both on and off site and groups during excursions.
- Encourage full and enthusiastic involvement by students in the scheduled social programme, leading by example.
- Assist in the preparation and set up of activities (shopping for equipment, preparation of walking tours/ worksheets)
- Welcome students on the first Friday with orientation around the site, checking into rooms, and providing initial 'getting to know you' entertainment as directed by the Activities Manager.
- Supervise the 'going to bed' and 'wake up' routines, morning and afternoon breaks, mealtimes on a rotation basis.
- Attend staff meetings for briefings, activity preparation, liaising with the academic team and training.

General / Pastoral

- Monitor the health and safety, welfare and discipline of students, anticipating discrimination, bullying and damage, always notifying a member of the management team.
- Monitor the whereabouts of students through roll-calls, ensure that curfews are kept and bed-times respected.
- Complete attendance records of students as required and report on non-attendance or ill-discipline.
- Co-operate with the Activities Manager, and also on occasions with agents and accreditation inspectors, in the observation and evaluation of activities.
- Assist with arrivals and departures of students, checking bedrooms and facilities.

Job Description

Safeguarding:

- Take responsibility for the welfare of all St Giles Juniors students. Report any safeguarding concerns to the Centre Manager.
- All staff are required to complete online safeguarding training prior to commencement of contract.

Other:

- Welcome visitors to the programme as required (e.g. third party agents, colleagues from St Giles, language agencies, inspectors from accrediting bodies).
- Perform airport 'Meet & Greet' duties if requested.
- All other reasonable requests.

Person Specification

| Essential | Desirable |
|---|--|
| Eligibility to work in UK | Experience of working in a residential summer school environment |
| 18+ years old | Experience leading activities with children/ teenagers |
| Experience working with children and/ or teenagers | Knowledge of local area |
| An interest in sports, arts and crafts and other activities typical to our programme | Experience of organising sports activities |
| Willingness to fully participate in activities and provide a stimulating, engaging experience | First Aid qualification |
| Enthusiasm, energy, maturity and motivational skills | Other relevant qualifications e.g. sports coaching, dance, drama |
| Confidence in managing groups of children/ teenagers to ensure student safety and discipline | |
| Ability to react positively to last-minute changes in a calm, collaborative and professional manner | |
| Can-do, approachable, positive and friendly attitude | |

Sample Weekly Schedule

| Activity Leader: Typical 48 hour Working Week | | | | | | | |
|--|---|-----------------------------|---------------------------|---------------------|---------------------|---------------|------------------------------|
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Morning 0800-1200 | Weekly briefing meeting Approx 1.5 hrs | All Day Excursion to London | | | | Day Off | |
| Lunch 1300-1400 | Break | | | Lunch Supervision | | | Lunch Supervision |
| Afternoon 1400-1800 | Assist with registration | | Cambridge Easter Egg Hunt | Botanic Garden | Sports and Games | | Cambridge Science Tour |
| Dinner 1800-1900 | Break | | Dinner Duty + Break | Dinner Duty + Break | Dinner Duty + Break | | Break |
| Evening 1900-2200 | Capture the Flag | | Pizza Party | Escape Room | Ten Pin Bowling | | Chill Out Night & Graduation |

Job Description

Salary

£11.15 per hour if age is less than 21; £11.44 per hour if age is greater than 21. Plus accrued holiday pay.

Returnees

At the end of the successful completion of their contract, returnees will receive a bonus based on the number of summer seasons they have been employed by St Giles Juniors since 2022.

Summers 2022 and 2023 - **£120**

Summer 2023 - **£60**

Course location and dates

The St Giles Juniors residential Summer programmes will be based at
University College London
Oxford Brookes University
The University of Brighton
The King's School, Canterbury

The St Giles Family Course programmes will be based at
De Morgan House, London
Jubilee Library, Brighton
St Mary's School, Cambridge

Courses run from 23rd June to 11th August 2024 (centre dependant)

On site induction and set up will be up to two days before the start date.