

Juniors Activity Leader (Non-Residential)

St Giles has 70 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, depending on location. 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 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 and/or Centre Manager

Set-up:

- Attend staff training and induction before start date and assist with centre set-up

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 day 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.

Safeguarding:

Job Description

- 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 Leaders work for up to 48 hours a week with one full day off per week. You will be given a timetable each week for the following week. You will attend a weekly briefing meeting so you are fully prepared for your role each week. All remaining working hours will be spent supervising the social programme on excursions as well as on-site activities and pastoral responsibilities.

Salary

£12.50 per hour. 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 consecutive summer seasons they have been employed by St Giles Juniors since 2022.

3 or more summers (2022, 2023, 2024) - **£180**

2 Summers (2023 and 2024) - **£120**

1 Summer (2024) - **£60**

Course location and dates

The St Giles Juniors **residential** summer programmes will be based at

Job Description

University College London
Oxford Brookes University
The King's School, Canterbury
St Mary's, Cambridge
The Ackworth School, Yorkshire

Residential courses run from 29th June to 10th August 2025 (Centre dependant. Please check dates for your preferred centre)

Induction and training

On site induction and set up will be the day before the course start date.

London Juniors –28th June 2025

Oxford, Canterbury & Cambridge Juniors – 5th July 2025

Yorkshire Football Academy –8th July 2025

St Giles Juniors is committed to a safer recruitment policy that requires all applications to provide a full and up-to-date work and education history. You will be asked to explain any gaps in your CV. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s. Conditional offers are also subject to an enhanced check through the Disclosure and Barring Service and/or a police 'certificate of good conduct' from country of residence.