



JOB DESCRIPTION

Role:	Head of Activities
ILH Centre:	Walhampton School
Report to:	Centre Manager (CM) and Coordinator of Summer Centres
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the well-being and safety of all ILH students at all times.
- Work with the Centre Manager (CM) to deliver good customer service and ensure the success of the ILH Summer School programme.
- Plan and manage the Activities Programme and, with the Centre Manager (CM), ensure the Activities and Teaching Programmes are successfully integrated.
- Share Welfare and Child Protection duties with the Centre Manager (CM).

SPECIFIC RESPONSIBILITIES

Administrative

- Maintain the inventory of ILH resources and equipment and make recommendations for further purchases, within the budget, as necessary.
- Monitor the state of the premises, resources and equipment throughout the course and report any damages or breakages to the Centre Manager, or the Coordinator of Summer Centres if necessary.
- Ensure Risk Assessments are completed for all activities and excursions, and all hazards concerning Health & Safety have been considered and necessary provisions to avoid accidents have been made.
- Together with the Centre Manager, ensure that the Activities Programme budget is adhered to, maintaining accurate accounts and keeping receipts and records of transactions.
- Create and manage the Activities Programme staff roster according to staff contracts, considering the strengths, abilities and experience of activity staff.
- Inform activity staff of their weekly work schedule, and any changes, in advance.
- Maintain records of staff working hours, recording any overtime/absence, and submitting them to the Centre Manager on a weekly basis.
- Inform the Coordinator of Summer Centres of any staffing issues, in advance where possible.
- Ensure staff appraisals are carried out and recorded for all activity staff.
- Liaise with coach companies and other external providers and confirm dates, times and numbers, ensuring the smooth delivery of services.
- Ensure that the Activity & Excursion notice board and sign-up sheets are kept up to date and all information is correct.
- Confirm booked facilities with Walhampton School site manager for smooth delivery of activities.
- Together with the Centre Manager, ensure student and Group Leader feedback forms are completed at the end of every week, and sent to the Coordinator of Summer Centres.
- Together with the Centre Manager, share responsibility for the 24hr emergency phone.
- Be prepared to respond to out-of-hours situations, if required.



- Deputise for the Centre Manager, in his/her absence, as required.
- Carry out all reasonable duties as recommended by the Centre Manager, or the Coordinator of Summer Centres.
- Keep open communication with the Coordinator of Summer Centres on a regular basis.
- Assist with the organising and packing up of your office and ILH equipment on the last Friday of the course, and the final pack up of the Centre on the last Sunday before departing Walhampton School.
- Provide a detailed report at the end of the contract with recommendations for future years.

Activities and Excursions

- Ensure the successful delivery of a high-quality programme of Activities and Excursions as set out in the ILH brochure and liaise with the Centre Manager.
- Ensure that the supervision of activities and excursions is in accordance with the British Council Accreditation Scheme's requirements, and ratios are adhered to.
- Ensure all activity staff and Group Leaders are aware of and maintain the safety and welfare of all students a priority.
- Ensure all activity staff have read, understand and signed activity and excursion Risk Assessments and are aware of the potential hazards concerning Health & Safety.
- Inform all staff, students, and Group Leaders of planned activities and excursions in daily morning assemblies.
- Together with the Centre Manager, meet with Group Leaders daily to discuss any requirements or issues with the weekly Activities Programme, and get feedback.
- Act as, or delegate a staff member to act as, a Group Leader for individual students who come without a responsible person.
- Ensure activities are promoted and students sign up to activities in advance.
- Ensure that all activity staff are well-briefed and well-prepared before they deliver activities.
- Ensure all resources, equipment and materials are set up before each activity begins, if possible.
- Ensure all resources, equipment and materials are returned and stored safely after each activity.
- Ensure all activity staff carry out their duties and deliver activities to a high standard.
- Ensure a high level of student and staff participation in activities.
- Actively participate in activities, when relevant and necessary.
- Ensure all students are present or accounted for at every activity, and Activity Leaders maintain accurate registers of attendance and punctuality and report any missing students.
- Ensure excursions are promoted and Activity Leaders and Group Leaders are well-briefed before excursions and given up-to-date itineraries.
- Ensure Activity Leaders have a list of all students with contact numbers and accommodation details.
- Ensure Group Leaders have the contact numbers and accommodation details of all their students.
- Ensure Activity Leaders maintain accurate registers and check students at the beginning and end of excursions and do regular rollcalls during excursions.
- Ensure Activity Leaders update you regularly during excursions and contact you immediately if any issues arise.
- Escort students on excursions and act as 'Tour Guide', when necessary.
- Liaise with the Centre Manager and the Coordinator of Summer Centres to plan, organise and book any optional extra excursions that may be requested by Group Leaders.



Welfare

- Create a positive atmosphere and motivate and support all activity staff.
- Implement an 'open door policy' inviting open communication, feedback, and discussion between you and all staff.
- Ensure you have read all relevant ILC and ILH handbooks and are aware of your duties and responsibilities and signed all required documentation.
- Ensure you have read, understand and are compliant with all relevant ILC and ILH policies, and follow Health & Safety regulations.
- Ensure you are aware of the fire evacuation procedures and drills at Walhampton School.
- Assist the Centre Manager in the coordination of the 'Meet and Greet' and transfers of each group or individual student.
- Assist the Centre Manager with inductions for all students and Group Leaders after their arrival, as required.
- Assist the HoB with lunchtime and breaktime supervision duties, if required.
- Ensure all concerns and incidents are reported and recorded immediately to the Coordinator of Summer Centres (Safeguarding Lead) and followed up within 10 days.
- Ensure all staff and student's cultural, religious and dietary needs are met and respected.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.

Pre-course

- As part of the management team, take part in preparation week at ILC Portsmouth or ILC Southampton to ensure that all systems are in place and ready for the start of the course.
- Take part in the induction at Walhampton School on the Friday or Saturday before the start of the course.
- Assist with the set up before the start of the course at Walhampton School.
- Successfully complete a short, **online Safeguarding** course and provide certificate.
- Successfully complete a short, **online Fire Safety** course and provide certificate.



INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

HEAD OF ACTIVITIES

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES:

1 July – 4 August 2024

Preparation week from 1-5 July at ILC Portsmouth or ILC Southampton

Set up and Induction at Walhampton School on Friday 5 July or Saturday 6 July

Summer School from 7 July – 4 August at Walhampton School

SALARY:

£574 per week (+ 12.1% statutory holiday pay, paid in the final week).

There is an additional payment of £20 per week for returning staff (not hourly paid staff).

For preparation week, you will be paid £400.

For the induction you will be paid £60 + holiday pay for the session.

TIME OFF:

One day per week (Sunday)

***On occasion you may not be required for the Saturday excursion**





PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK
- Over 18
- Genuine interest in working with Young Learners
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Excellent problem-solving skills
- Ability to relate to all staff at all levels and build effective working relationships
- Ability to motivate staff
- Ability to deal with difficult situations
- Ability to make sound decisions
- Ability to remain calm under pressure
- Willingness to accept responsibility
- Good working knowledge of Microsoft and Google programmes
- Understanding of Safeguarding and Prevent Duty
- Ability to work evenings and Saturdays

Desirable:

- Experience of working with Young Learners
- Experience of working at a summer school
- Active interest in sport, arts & crafts and other activities
- Valid, enhanced DBS certificate for the child workforce
- First aid training
- National Pool Lifeguard Qualification (NPLQ)

PERSONAL QUALITIES

Essential:

- Professional attitude
- Responsible
- Good listener
- Enthusiastic and energetic
- Flexible
- Self-confident
- Culturally sensitive
- Team player
- Tactful and diplomatic
- Patient
- Innovative