

Summer School Activity Leader

Reports to: Activity Manager

Hours: 42 per week over 6 days

About NCG

NCG is a specialist college providing English Language courses to international students. We have two year-round adult schools, located in Manchester and Liverpool, and we provide summer courses for students aged 12-17 in locations across the UK. On our summer courses, students combine studying English with an exciting activity programme.

With more than 10 years' experience of teaching English, we have developed a strong reputation for our high-quality teaching and friendly staff.

The Role

The activity programme at NCG Junior Summer School is just as important as the academic programme. The success or failure of the activities has a huge impact on how students perceive their overall experience. A successful programme, coupled with enthusiastic Activity Leaders, helps foster a positive and energetic atmosphere at the school.

As Activity Leader, you will be at the forefront of the summer school, running interesting and exciting activities to keep our students entertained throughout the programme. You will accompany groups of students on excursions as well as leading on-site activities. You will also be involved in the students' pastoral care, safeguarding and welfare.

The role includes:

Activity Leader duties:

- Promote a friendly and co-operative atmosphere
- Design and plan activity sessions to suit specific requirements (eg age, ability, weather)
- Accompany students during activity sessions and on excursions
- Deliver relevant and interesting information on excursions, using an appropriate level of language
- Complete registers during activity sessions and inform management of missing students
- Supervise students during mealtimes and free time sessions
- Supervise students at curfew
- Encourage and motivate students to participate, and participate fully yourself
- Ensure the activities and excursions board is up-to-date
- Inform students of what activities and excursions are timetabled
- Ensure equipment is set-up and packed away
- Ensure equipment is in good condition and is well-looked after

- Communicate with the Activity Manager when equipment/resources need to be replenished/replaced
- Carry out night duty on an occasional basis
- Be familiar with risk assessments for each activity
- Undertake any other duties to assist in the day-to-day running of the summer school

- Complete and return a feedback form at the end of your contract

Pastoral and Welfare Duties

- Deal with dietary, hygiene, medical and other pastoral issues
- Deal with incidents, attending hospital visits etc.
- Monitor any medical conditions
- Have a good understanding of food allergies and intolerances
- Assist in daily administrative and pastoral tasks, including meal monitoring and free time supervision
- Assist with airport transfers as and when required

NCG Expectations of All Staff

- To work within British Council guidelines - BC inspections may take place while the camp is in operation
- To consistently ensure the welfare of the students remains paramount
- To be fully engaged in all areas of summer school work
- To live on-site, with board and lodging provided as part of the salary package
- To carry out all tasks concerned with the setting up, administration and closing down of the centre as advised by line management
- To address any student, Group Leader or host site representative complaints, issues or suggestions by ensuring that the relevant NCG staff are made aware
- To act in a professional manner with all of NCG's agents, clients and staff
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence
- To wear NCG uniform at all times when you are on duty. Any uniform supplied by NCG is to be returned at the end of employment

- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment
- To carry out any other duties as may be reasonably assigned by the Centre Manager or Activity Manager

Requirements

- Previous experience of working with children or teenagers
- Native level proficiency in English
- Excellent communication and interpersonal skills
- Enthusiasm and boundless energy
- Good time management skills
- Problem solving and the ability to think on your feet

Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.