

Job Description for Activity/House Leader

Job Title:

Activity/House Leader

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The Activity House/Leader reports to the Activity Manager and Language School Manager. He/she is responsible for the assisting, planning, organisation and delivery of the morning (Kids'), afternoon (Teens) and evening (Kids' & Teens) activities. He/she will also accompany students on the half-day and full-day excursions each week. They are also responsible for the welfare of the children whilst in the boarding houses overnight.

Duties:

- Delivering a weekly activity programme for appropriate age group
- To plan and structure activities for groups as required
- Monitor every activity and intervene as necessary to ensure the successful running of that activity
- Encourage students participate in the activity programme
- To assist in all areas of the day to day operation of the activity programme
- House duty : making sure all students have gone to class and checking all rooms, report to Centre Manager
- Ensuring that all students are back in the houses by the appropriate time, and then to monitor students until lights out
- Deal with any possible issues arising in the boarding house overnight
- Airport 'meet & greet' as appropriate
- To assist at all meal times to ensure smooth operation

Rate of pay: £265.00 per week inclusive of holiday pay

Hours: varied (Monday – Sunday, 1 ½ days off a week)

Dates: SUMMER: Friday 6th July – Tuesday 21st August 2012
(there will be a day towards the end of June that we would like staff to attend for some basic first-aid/fire marshall training, although this will be communicated to you)

Contract Includes: full-board & residential accommodation