

# ACTIVITY LEADER

The Activity Leader with Oxford International Junior Programmes lies at the heart of what we do, delivering a variety of high quality on-site activity sessions and off-site cultural excursions to major cities in the UK.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager.



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours of English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consists of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

## YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

## YOU MUST

- Have a passion for and experience for working with children/teenagers in a formal or informal setting
- Have excellent communication skills to successfully deliver our activities and excursions
- Have strong organisational skills with a proactive approach to planning
- Have a flexible approach to your work, along with the ability to cope with changing priorities
- Be able to work collaboratively to contribute to the team's success
- Have the ability to deliver high levels of professional conduct
- Demonstrate respect for equal opportunities and respect for race and diversity
- Be native or near native English - must be a proficient user of English

## IT WOULD BE GREAT IF YOU

- Hold a First Aid qualification and/or lifeguarding certificate
- Have experience working in a residential setting

## Other Information

Our programmes cater for children and teenagers, aged between 8 and 17 years old. The role can be either residential or non-residential, depending on your location.

Within the Activity Leader team, you will report directly to the Activity Manager throughout your employment.



## Activity Sessions

- Under the guidance of the Activity Manager, you will create, plan and deliver a variety of on-site activities
- Be a positive role model for the students, providing a supportive and encouraging environment for each student to develop
- Being mindful of the health and safety of the students, every session you run will be delivered with energy and professionalism
- You will be given the chance to be creative, bringing new ideas you have and implementing these into the Activity Programme



## Excursions

- Having been briefed beforehand, you will guide students on cultural excursions to major cities in the UK
- Confidence and initiative are key features to making sure every excursion is a success for our students
- Whilst keeping a watchful eye on the group, you will deliver key information on places of interest to your group. We supply a walking tour booklet however, we do require you to research your own facts



## Student Welfare

- Every member of staff must read and comply with Oxford International Juniors Programmes' Child Safeguarding policy at all times
- You will supervise students during meal times and free time, creating a fun yet safe environment
- The undertaking of accommodation supervision in the evenings will also be necessary
- This will be overseen by the Welfare Manager that is present on-site who will instruct you on the relevant safeguarding procedures



## Other Duties

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend the company's staff training weekend (where applicable)
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model throughout your employment
- Carry out all other reasonable tasks



## A day in the life of an Activity Leader

This will give you an idea of what a typical Activity Leader's day may look like

- 7:00** I get up and supervise the students during breakfast with the help of the other Activity Leaders
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- 8:00** I am scheduled to take a group of students into London, so I make sure I meet with them prior to us leaving to tell them about the day and what I have planned for them
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- 9:00** We jump on the coach that will take us into London, ensuring I have everyone before leaving!
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- 10:00** I take the students on a walking tour around Westminster and Buckingham Palace, giving them lots of interesting and fun information as we go from landmark to landmark. The RAF are celebrating their 100th anniversary so it is busy!
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- 12:00** Lunchtime! Because it is so busy, we have re-routed to Covent Garden for a bite to eat. The students are grateful for a rest and it gives me the opportunity to inform every one of the plan for the rest of the day
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- 13:00** The students now have free time, which means they can shop, chill or go to a museum - the time is theirs. Before they leave, I brief them on timings and safety. I stay at a central area, acting as the point of contact for any student that requires my support
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- 15:00** A student informed me that they have lost their wallet. I deal with the situation in a calm and professional manner. I am not sure what to do so I call my manager for support, who informed me what to do
- 
- 16:30** The students arrive back ready to get the bus back at 17:00 from the agreed meeting point. Before leaving, I make sure everyone is accounted for
- 
- 18:30** We arrive back to the centre half an hour later than planned because of traffic, but it's ok as I contacted the Activity Manager making them aware of the situation
- 
- 19:00** I have a meeting with my manager and the rest of Activity Leader team. They brief us on tomorrow's plan. If I am unsure of anything, I always ask my manager for clarification
- 
- 19:30** My day is now over. It has been a busy but rewarding day. I have the evening off so I take this as an opportunity to recharge and rest ready for another fun-filled day tomorrow!
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## Contact us

**Head Office:** 259 Greenwich High Road, London, SE10 8NB  
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## PAY INFORMATION

As an Activity Leader, you will earn between £315.00 - £418.00 per week plus 12.07% accrued holiday pay.

You will work up to 44 hours per week, on average, with evening and weekend work being required. You will receive 1 day off per week. Some weeks you will work in excess of 48 hours. If this is the case the proceeding week's hours will be adjusted accordingly. You will be asked to 'op-out' of the 48 hour Working Time Directive.



## WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 30 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

## Our core values

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



## Legal information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will be asked to explain any work and/ or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.

**Instagram:** @oijuniorprogrammes

**Website:** www.oxfordinternationaljuniors.com

**Facebook:** facebook.com/oxfordinternationaljuniors

