



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 Activity Manager.

About Us

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 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



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 feature 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 when ever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- 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

Our programmes cater for children and teenagers, aged between 8 and 17 years old.

You will report directly to the Activity Manager and Assistant Activity Manager throughout your employment.

A Day in the Life

This will give you a taste of what duties you undertake as an Activity Leader

AM sessions

08:00 - 12:00*



Breakfast duty - I use this time to supervise the canteen and chat with students



I am taking 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



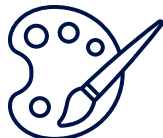
I do a walking tour around Westminster giving them lots of interesting and fun information as we go from landmark to landmark

PM sessions

14:00 - 17:30*



We are back at the centre, ready for the tennis tournament



Some students preferred to stay indoors, so we improvised an amazing art workshop for them!



On my way to dinner I spot a student alone and looking sad. I ask him to come to dinner with me and I make sure he is okay

EVE sessions

20:00 - 22:30*



Everybody is super excited because we have international night! A whole campus activity for students to share sweets and cultural facts



We all help cleaning the room and we go back to the office to return the equipment we took and have our daily meeting with the AM



Night duty - On my way to my accommodation I make sure students are in their room

*Please note activities and timetable can vary depending on campus and programme

Pay Information

- As an Activity Leader, you will earn an hourly rate according to age and minimum wage + holiday pay. With a minimum weekly guarantee of 44 hours, a 23-year-old Activity Leader will earn for example a minimum of £418 per week (£9.50 * 44 hrs) + holiday pay.
- You will work a minimum of 44 hours per week, with evening and weekend work being required, and will have one day off per week.
- If you work more hours, you will get the same hourly rate for the extra hours. ***Process of extra hours registration will be explained during induction once you have been selected for the position**
- Oxford International will not deduct: £50 for the DBS process and £55 per week for accommodation.

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.

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 if you are new member of staff and 1 reference if you have worked with us in the past 12 months; show evidence of entitlement to work in the UK.

Contact us

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