

<b>Job title</b>	Activity Leader - Residential
<b>Division/Dept.</b>	EFL Junior Programmes
<b>Working hours</b>	44 hours per week* <small>*Due to the varying demands of the role, candidates will be asked to 'op-out' of the 48 hour Working Time Directive</small>
<b>Reports to</b>	Activity Manager
<b>Salary</b>	£440 (<21), £484 (21+) (weekly wage) + holiday remuneration
<b>Contract type</b>	Full-Time Fixed Term
<b>Start date</b>	Various
<b>Location</b>	Various UK locations

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## Overview

As an Activity Leader with Oxford International Junior Programmes, you will be responsible for delivering high quality activity sessions and cultural excursions at one of our residential language centres.

All candidates need to be over 18 years old, eligible to work in the UK and willing to undergo an Enhanced DBS Disclosure Check and/or an Overseas Police Check.

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## Must Haves

- Experience working with children/teenagers, ideally in a residential camp setting or similar
- Strong communication skills and a positive attitude
- The ability to work collaboratively and contribute to the success of a team
- A positive and flexible approach to work, along with the ability to adapt to changing circumstances
- A desire to work with students aged between 8-17
- The ability to demonstrate respect for equal opportunities and respect for race and diversity

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## Duties

### The Activity Programme

Ensure activities are delivered to the highest standard by:

- Planning activity sessions in advance
- Taking the initiative, bringing new and creative ideas to the programme
- Delivering all sessions with enthusiasm, engaging with students throughout
- Being mindful of the health and safety of the students, ensuring every session you run is delivered with professionalism

### The Excursion Programme

Help produce an exciting and interesting excursions programme by:

- Doing prior research, ensuring you familiarise yourself with the day's destination
- Attending the pre-excursion brief, noting any key information from the excursions manager
- Confidently guiding students on cultural excursions, delivering engaging facts about key points of interest
- Keeping the health and safety of students in mind at all times, using initiative to adapt the excursion plan if necessary

### General

Further successfully perform your role by:

- Welcoming students with enthusiasm at the airport, ensuring their transfers to centre run smoothly

- Supervising students during meal-times and in between programme hours, ensuring students are having fun but staying safe
- Being a positive role model for the students and providing a supportive and encouraging environment
- Maintaining proper levels of student discipline, safety and welfare throughout
- Attending all necessary inductions and staff briefings
- Maintaining a great presence throughout, ensuring you are visible to students and clients

### Expectations

As an Oxford International Employee, you will:

- Represent the company in a reputable and professional manner at all times
- Commit to the safeguarding of all participants on our programmes
- Adapt to the changing demands of working with young people in a residential setting

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### **Why Oxford International?**

We are a highly respected organisation, committed to providing a professional environment in which staff can develop their skills working with young people.

**This job description is provided as a guide to the role, and duties may change according to the needs of our students and clients. It is not intended to be an exhaustive description of duties and responsibilities.**

*Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.*

*Oxford International is an equal-opportunity employer. Every applicant and employee has the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.*

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### **Our Values**

