

JOB DESCRIPTION

Job Title	Assistant Activities Director
Department	Young Learners
Reports To	Activities Director
Role	To assist with the effective running of the activity components of the programmes to deliver maximum quality, efficiency and student satisfaction
Main responsibilities	<ul style="list-style-type: none"> • Ensure that the activity components of the programme are provided to the highest standard and are compatible with pre-course publicity material and Staff Handbook; • Assist with health, safety and welfare issues relating to the activity programmes; • Ensure risk assessments are in place for all activities and adherence to Health and Safety policies and procedures by all staff and students; • Provide appropriate feedback is provided to the Activities Director and to the Young Learners Department, including staff reports and a report on the activity aspects of the course; • Assist with the setting up, use and return of activity resources, equipment and facilities; • Assist with the induction, support and effective management of the activity staff; • Carry out observations of Activity staff and provide written and oral feedback to each staff member; forward feedback documentation to the Young Learners Department; • Assist with the management of Activity team to ensure a high standard of service and instruction as well as maintaining session and student records, and contribute to end-of-course reports; • Contribute to the Professional Development INSET sessions for staff; • Contribute to the management of staff performance evaluation and provide feedback to Centre Manager and Young Learners Department on all activity staff; • Ensure that staff operate at all times in accordance with statutory regulations and Bell policies and procedures; • Ensure the supervision and discipline of students, as appropriate; • Teach / provide supervision as required; • Participate in programme social functions and activities and pastoral duties as required; • Participate in visitors' programmes; • Deal with student issues/emergencies as and when they arise; • Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with; • Deputise for the Activities Director and be on call as required.
General	<ul style="list-style-type: none"> • Actively promote Bell's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the Marketing Department; • To adhere to all statutory regulations and to Bell policies and procedures; • To undertake any reasonable duties as required.
Compiled by	Head of Young Learners
Date	11.12.2018

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of Bell Educational Services.

PERSON SPECIFICATION
ASSISTANT ACTIVITIES DIRECTOR

	ESSENTIAL	DESIRABLE
Education Level	<ul style="list-style-type: none"> • Degree or equivalent 	
Professional/ Technical Qualifications	<ul style="list-style-type: none"> • Sports, coaching, arts qualification 	
Experience	<ul style="list-style-type: none"> • Sports / Social Activities Management • Working with children • Team leadership / people management • Worked in a residential environment • Experience in delivering high levels of customer service 	
Personal Skills/Qualities	<ul style="list-style-type: none"> • Leadership skills • Communication skills • Interpersonal skills • Time management / able to multi task & work to deadlines • IT literate • Ability to work under pressure 	
Special Requirements		<ul style="list-style-type: none"> • Safeguarding training • First Aid • Full driving licence