

JOB DESCRIPTION

Job Title	Activity Leader
Department	Young Learner
Reports To	Activities Director
Role	Development, delivery, and support of activity programmes in line with agreed standards and policies
Main responsibilities	<ul style="list-style-type: none"> • Plan, prepare and lead sessions for the activity programme: select and sequence appropriate materials, resources and approaches according to the course type and learners'/sponsors' expectations/needs; • Assess and provide relevant and timely feedback on achievement, progress, and developmental needs to students, and managers/colleagues, including student records, end of course certificates and reports; • Develop materials and resources for sport and activity programmes as directed; • Encourage students to participate fully in the activity programme; • Complete associated administrative tasks, and assist with the preparation of the Activity Office, maintenance of notice boards and the unpacking and packing of resources; • Supervise students' attendance and behaviour as appropriate; • Evaluate and provide relevant, timely reports. Give feedback on materials, courses and lessons to managers/colleagues as required; • Attend departmental & school meetings and attend/deliver INSET sessions as directed; • Supervise students on study tours ensuring their safety and welfare at all times and ensure that students complete all work required during the study tour; • Carry out pastoral duties including meal and house supervision; • Carry out duties associated with arrival and departure days including airport transfers and welcome events; • Adhere to the standards and procedures detailed in the Staff Handbook; • 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 during your period of employment.
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 appropriate Market Development Manager; • 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

ACTIVITY LEADER

	ESSENTIAL	DESIRABLE
Education Level		<ul style="list-style-type: none"> • Degree or equivalent
Professional/ Technical Qualifications		<ul style="list-style-type: none"> • PGCE or equivalent • Coaching qualification
Experience	<ul style="list-style-type: none"> • Working with children/teenagers in activities e.g., sports, art, drama and/or music • Experience in supervising and leading activities 	<ul style="list-style-type: none"> • Working in residential summer school for Young Learners • Experience producing reports, teaching & learning materials • Working with single and mixed nationality groups • Knowledge of health and Safety legislation etc. • Using technology to support teaching and learning e.g. Interactive Whiteboard, digital camera, digital videos
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"> • Must be willing to stay at the residential school 	<ul style="list-style-type: none"> • Safeguarding training • First Aid • Full driving licence