

Activity Leader**Flexible, seasonal, varied hours****Hours are variable and wages are calculated depending on the activity undertaken.**

Activity leaders take responsibility for delivering a planned social programme for a group of foreign young learners, aged 11-18, throughout the time they are in Norwich studying at The English Experience. This will/could include meeting the group at their point of entry into the UK, introducing the students to their host families in Norwich and accompanying them on all their activities and excursions. Activities and excursions include museum visits in and around Norwich, sporting activities, half-day excursions to the coast, evening discos and full day excursions to London or Cambridge (among others). Programmes generally last 1 to 2 weeks and vary according to the needs and interests of the group. Activities are often booked for afternoon sessions from 1330 until 1700.

Activity Leaders are assigned to groups as far in advance as possible and are required to commit to the full social programme of that group, including some evening and weekend activities.

Knowledge of team sports and an interest in local history and culture would be an advantage. You may be required to lead activities and excursions that are unfamiliar to you and may also be required to change your work schedule at short notice. It is important that you can be flexible, adaptable and have an ability to cope with changing priorities.

Training and support for all activities will be given and is available for all Activity Leaders.

General Duties:

- Occasionally but not always, travel via coach to meet your allocated group at their point of entry into the UK.
- To accompany the group on all aspects of their programme, including full day and half day trips, activities and any evening functions. You are expected to arrive 15 minutes early for all activities and to wait with your group after the activity has finished until all students have been collected or have safely departed for their bus.
- To ensure that you have liaised with the Social Programme Coordinator and other Activity Leaders sufficiently, obtained all resources you require for the activities and carried out any necessary planning in advance of all activities.
- To develop and maintain a good working relationship with the Group Leaders (the groups accompanying teachers) and a friendly, professional relationship with the students.
- To ensure that students are safe and happy and that any welfare concerns are reported to the Accommodation and Welfare Officer.

Training and Safeguarding:

- To undertake Activity Leader training, including Activity, Risk assessments, Health and Safety and Safeguarding.
- To ensure company procedures are followed at all times, including adhering to company Safeguarding and Risk Assessment procedures.

Needs of the Business:

- Any and all other reasonable activities that the Director considers necessary to ensure an enjoyable, safe and educational experience for our students.

Activity Leader
Person specification

Criteria	Essential	Desirable
Education, experience and achievements	<ul style="list-style-type: none"> • Educated to GCSE level (including maths and English), or equivalent qualification • Educated to A level 	<ul style="list-style-type: none"> • Demonstrable experience in a comparable professional role • Experience of working in a multi-cultural environment • Experience working with children or teenagers
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Ability to work flexibly and react appropriately to different people's needs • Ability to build relationships with people of all ages and nationalities • Ability to lead and speak with confidence to a group of up to 30 students • Enthusiasm to promote learning • Interest in the local area and history and a willingness to learn more 	<ul style="list-style-type: none"> • A desire to work with people from a mixture of cultures • Understanding of travel and keeping to booking schedules • Knowledge of the local area and its history
Personal attributes	<ul style="list-style-type: none"> • Friendly and outgoing with an interest in working with teenagers • Professional approach to people and work; reliable, organised and punctual • Ability to be flexible and adapt to changing needs • Willingness to contribute to all aspects of offering the best experience to our clients • Ability to work proactively as part of a team with a shared goal • Ability to exercise judgement in making decisions (following established procedures) or referring to others • Professional, tidy appearance (smart casual) 	<ul style="list-style-type: none"> • An interest in the local history and culture of Norwich/Norfolk • A knowledge of London and Cambridge