



# Job Description **Activity Leader**

**Line Manager:** Activity Manager

**Line Manager Reports to:** Centre Manager

**Responsible for:** Leading and supervising activities and excursions.

**Purpose:** Responsible for the organisation and delivery of a varied and interesting social programme for students. This includes leading walking tours, organising quiz nights, putting on talent shows, hosting sports tournaments and supervising discos (and much more).

This is not an office-based job with regular hours. Activity Leaders must be outgoing, confident, flexible and be prepared to help others with their work when necessary.

**This is a residential position and you will receive full board accommodation.**

## **Responsibilities & Tasks**

1. To familiarise yourself with the campus and course town where you are based so that you have in-depth knowledge of all important amenities and local services.
2. To liaise with the team of GIE staff at the centre and develop a friendly and co-operative atmosphere. Attend pre-activity briefings and staff meetings.
3. To assist with student arrivals and inductions. Conduct tours of the campus and help with student departures as required by the Activity Manager.
4. To cooperate with the Group Leaders who accompany students on activities and excursions.
5. To supervise, lead and participate in evening activities, such as discos, quizzes and games.
6. To organise, lead and actively participate in activities and excursions, such as: walking tours, museum visits, sports afternoons and coach excursions.
7. To ensure you have all the necessary information to lead excursions and give informative talks both on the coach/train and when walking around.
8. To complete risk assessments and all safety instructions appropriately to ensure a high-quality activity and excursion programme is delivered.
9. To count all students on and off coaches, in and out of attractions and report any problems immediately to the Activity Manager.
10. To ensure that the company's health and safety guidelines are followed, both on campus and when students are on off-site excursions including fire and emergency procedures.
11. To help prepare and update the GIE notice boards and signs around the centre, making sure students and leaders are kept informed and that GIE is a visible presence on the campus.

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12. To assist with meal, residential and curfew duties as and when instructed. This will sometimes involve late night work.
13. To assist the centre office staff with any administrative tasks.
14. To read and be fully conversant in the 'Guide to Activities' booklet to ensure a high standard of quality for all on-campus activities.
15. To wear the GIE uniform provided as directed by the Centre Manager.
16. To liaise with Head Office to ensure that student data is accurate and up-to-date.
17. To read and be fully conversant with the staff handbook, relevant Child Protection documents, Safeguarding Policy and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment).
18. To assist with any other duties as instructed by the Centre Manager. This can include doing administrative work in the offices.
19. To be aware of the designated First Aider on site and report to them when First Aid is required.
20. To act in a seemly and professional manner with all of GIE's agents, clients and staff and not to engage in any activity which may bring GIE or the designated host campus into disrepute.
21. To carry out the school's safeguarding policy, ensuring it is followed by others and maintain a friendly but professional manner with students at all times.

## **Student Welfare**

1. Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour.
2. Maintain safety of all students at all times within the school environment, prepare risk assessments where necessary.
3. Ensure students and group leaders are always wearing GIE lanyards.
4. Act in accordance with school's child protection and PREVENT policies, monitoring and reporting on student welfare when appropriate.
5. Provide a warm and supportive environment in school at all times.
6. Assist students with any emergency situations or other issues.
7. To participate in, and assist with, fire drills and fire walk throughs, with all students and be conversant with emergency procedures.
8. Report any student problems or safeguarding concerns to the Academic or Operations Director

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9. Positively promote the school's equal opportunity, safeguarding, anti-bullying and prevent policies.
10. Safeguard the mental and physical welfare of all students.
11. Promote core British Values and challenge when inappropriate views are expressed.
12. To follow guidance of risk assessments for all activities and excursions and to report any new hazards encountered so that these risk assessments can be continually updated.

## **Rates of Pay**

Rates of pay will be detailed in your job offer. Salary is paid fortnightly in lieu.

The role is 6 days a week and all accrued holiday is paid. Full board accommodation is provided during the period of employment by GIE. Working hours will include evenings and weekends.

All staff have a duty of care at all times. There are times on campus when students are not directly supervised (having lunch, walking to and from the residence, chatting with friends, etc.), but this duty of care means that staff must remain vigilant during these non-teaching and non-activity times, so that any behaviour which might lead to harm of the individual or those around him/her can be stopped or reported.

## **Training**

All staff are requested to attend training sessions. Full details of the training sessions will be sent at a later date.

In addition, all staff will receive a job-specific manual, detailing their role and company procedures. All staff are required to read and understand their manual fully and implement the procedures contained within.

## **Safer Recruitment Policy**

Greenwich International Education operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

All applicants will be required to supply an up-to-date CV (any gaps in employment history must be explained satisfactorily) and the contact details of 2 suitable referees (including former employers) which will be checked prior to employment. The referees will be asked specifically about your suitability to work with children.

All employees will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) - copies will be taken for our records.