

Activity Leader (AL) Spring & Summer Residential

Oxford Spires International, part of the Oxford Active Group, provides exciting education and learning experiences for international students from overseas aged 8-17 years.

Overview

Help to plan, deliver and supervise on-site and off-site activities as part of our residential junior vacation course team, and strive to ensure that each student has a safe, enjoyable and beneficial experience with us.

Key Duties Activities

- Help to plan, deliver and supervise engaging, fun and appropriate activities for groups of international students, both on and off-site. Activities will include sports, art, drama and music. Some pre-prepared activity plans and equipment will be provided, but these will need adapting according to the needs and dynamics of particular student groups. Other activities may need to be prepared from scratch, as part of a team.
- Communicate regularly and effectively with fellow activity staff and the Senior Management team
- Lead and oversee full day, off-site excursions to places such as London, Oxford, Cambridge, Stratford upon-Avon, Bath and others (using inhouse walking tour presentations and following preorganised plans)
- Actively promote student welfare and safety at all times
- Complete any necessary paperwork required by the role, such as registers and activity plans

General Supervision

- Assist with student supervision during break and mealtimes (on a rota basis)
- Help to maintain student behaviour, safety and welfare, and ensure that the students do not breach the rules of the school
- Supervise airport arrivals and departures, as necessary
- Support Management with the allocated house duty for that day, including wake-up calls, escorting students around the school, supervising students in the residence and "lights-out"
- Be ready to assist at any time with an emergency situation, or where a student is ill or injured
- Engage with the students outside of classes and assigned activity sessions in a friendly and professional manner
- All residential staff may be required to be on call overnight in case of an emergency, on a rota basis
- All staff have a responsibility for implementing Oxford Spires International's policies and procedures, and representing the school to the highest standard

Other

- Update the student activity board on a daily basis, on a rota system
- All staff are expected to ensure that they have the necessary information and paperwork before commencing any activity. For example, ensuring they are fully informed and prepared to lead a walking tour, have up-to-date student registers and relevant equipment.
- All staff are expected to assist with keeping the premises and company equipment clean, safe and in good order
- Undertake other duties, appropriate to your post, as may reasonably be required by Oxford Spires International

Essential requirements

- Outgoing and enthusiastic personality
- Excellent spoken English language skills
- Ability to work as part of a team and also to be able to use own initiative
- Strong communication skills
- A flexible, cooperative, and responsible attitude
- Reasonable level of fitness and knowledge of the rules and organisation of sports and games

Desirable attributes

- Previous experience of working with young people at an EFL summer school/residential school programme
- Local knowledge of Oxford and other cities, such as London and Bath
- Specific skills in areas such as sport, art and music
- First aid certificate
- Full, clean driving licence

We are an equal opportunities employer and appreciate all interest in joining the Spires team.

All staff are subject to strict safeguarding checks in line with our Safeguarding and Recruitment Policies which include obtaining an Enhanced DBS Disclosure, and overseas criminal checks (if applicable).