

Senior Activity Leader (SAL)

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

The Senior Activity Leader is responsible for overseeing the planning and delivery of all on- site and off-site activities, supporting activity staff team and ensuring the safety and welfare of staff and students during all activities.

Key Duties

With the support of the Centre Manager, lead a team of Activity Leaders to ensure they all adhere to high professional standards

Staff Management/Organisation

- Arrange and attend regular meetings with staff and Senior Managers to ensure good communication between team members
- Induct any new Activity Leaders on site in all company policies and procedures
- Create and implement weekly staff rotas for activities, with the support of the Centre Manager
- Assist the Centre Manager in creating room lists and planning for new arrivals, as necessary
- Ensure activity staff are fully briefed on all off and on-site activities before they are undertaken
- Ensure activity staff have all the materials they need to lead activities and excursions
- Oversee planning and delivery of all and on-site activities and excursions, and lead activities and excursions
- Oversee the organisation and execution of activity workshops for students
- Oversee room inspections, general admin support and other tasks to assist the smooth running of the course
- Conduct formal staff reviews of Activity Leaders with support from Senior Management Team, where necessary
- Organise and oversee professional development sessions throughout the summer

Student Care

The Senior Activity Leader along with the welfare officer ensures the welfare of students during their stay with Oxford Spires language school and as such will support the Welfare Officer with:

- Prioritise the safety and welfare of students and staff during all off and on-site activities
- Co-ordinate and oversee Activity Leaders' responsibilities for being the welfare representative for a particular group of students each week
- Ensure excursion notes and risk assessments are up-to-date and that activity staff have read and fully understood these before undertaking any activity or excursion
- Supervise airport arrivals and departures as necessary

- Take part in the overnight on call duty rota
- Assist with student supervision during the day as necessary
- Ensure all Activity Leaders complete any necessary paperwork, such as registers, accident forms and welfare reports, as required by the role
- All staff have a responsibility for implementing Oxford Spires Language School policies and procedures, and representing the school to the highest standard at all times
- All staff have a responsibility to ensure the safeguarding of all students and to fully understand and follow the school's safeguarding policy and procedures

Activities

- Oversee planning, delivery and supervision of 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 and Bath (using in-house 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

Student Welfare

- When required, assist with student supervision during break and mealtimes (on a rota basis)
- Complete any necessary paperwork, e.g. registers, incident forms
- All staff have a responsibility for implementing Oxford Spires International policies and procedures, and representing the school to the highest standard
- Help to maintain student behaviour, safety and welfare, and ensure that the students do not breach the rules of the school
- 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.
- 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"
- All residential staff may be required to be on call overnight in case of an emergency, on a rota basis

Other

- Support the sales and marketing function by gathering material, such as photos, for social media marketing purposes
- 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 Language School

- You will be required to work six days each week
- Shifts will normally be morning plus afternoon or afternoon plus evening, with a full day off each week usually falling on a week-day
- As a senior member of staff you will be required to be on call at other times in case of emergencies
- You may be required to work at more than one location throughout your contract

Essential requirements

- Outgoing and enthusiastic personality
- Excellent spoken and written English language skills, with a high level of communication and interpersonal skills
- Computer literate
- Previous experience of working with young people in a leadership role
- Ability to work under pressure, flexible with excellent organisational and problem solving skills
- Hard-working and responsible attitude
- All staff will be subject to safeguarding checks including an enhanced DBS disclosure

Desirable attributes

- First aid certificate
- Full, clean driving license
- Previous experience leading and motivating a team of staff
- Previous experience of working at an EFL summer school

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

Successful shortlisted applicants will be asked to provide referees prior to interview, and successful applicants will undergo our safeguarding checks in line with our Safeguarding and Recruitment Policies.

An Enhanced DBS Check or PVG, Barred List, Prohibition Lists check and overseas criminal records (if applicable) will also be required before starting any employment with Spires.