

General Data

DIRECTION/DEPARTMENT: Twin Summer Centres

JOB TITLE: Activity Leader

REPORTS TO: Activity Manager

Overview of the role

Deliver a high quality activity and excursion programme; ensure integration of language learning with the social programme; maintain proper levels of student safety, discipline and welfare.

Responsibilities

- Attending an on-site staff induction
- Preparing and planning activities and excursions in advance
- Leading and delivering activities and excursions, including optional extra excursions if necessary
- Daily maintenance of the activities notice board and sign-up sheets
- Completing risk assessments including any extra risks for individual students
- Implementing Health & Safety standards/procedures for each tour/activity/event
- Preparing for student arrivals including checking bedrooms are ready
- Meeting and greeting students at the airport and welcoming students to the centre
- Preparing for student departures and seeing students off
- Assisting the Activity Manager/ Centre Manager as required
- Supervision of students during mealtimes, breaks and free time
- Taking registers for all activities, excursions and meal times
- Attending all excursion, activity and staff meetings
- Ensuring the integration of language learning with the social programme
- Participating in weekly activity leader development sessions
- Participating in formal and informal observations of activity sessions
- Assisting group leaders with any special requests
- Reporting accidents/ incidents to the Centre Manager and completing necessary documentation
- Maintaining adequate levels of student discipline
- Keeping your workplace tidy
- Wearing the Twin uniform at all times whilst on duty
- Any other reasonable/appropriate duties

Principle Accountabilities

- Delivering engaging activity sessions
- Providing informative and well organised excursions
- Ensuring the health, safety and welfare of students at all times

Knowledge/Experience required

The company reserves the right to vary or amend the functions and responsibilities of the post holder according to the needs of the Company's business.

Essential requirements:

Applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 8 and 18 years old.

Desirable, but not essential:

- Experience of supervising minors
- Safeguarding training
- Experience of working in a multi-cultural environment
- Customer service experience
- Ability to speak a second language
- Experience of working in a fast paced and high pressure environment
- Experience of working as part of a team

Education/Qualification

- Educated to GCSE level
- HSE-recognised First Aid certificate (such as St John's First Aid at Work) desirable
- Lifeguarding licence desirable
- Sports coaching qualifications desirable

Person Specification

- Flexible and creative
- Hardworking and caring
- Enthusiastic and energetic
- Ability to work independently and as part of a team
- Desire to make a contribution to the programme
- Self-motivated and proactive
- Fast learner
- Good decision making ability
- Ability to assume responsibility of a group of juniors
- Strong understanding of the principles of safeguarding
- Approachable but professional

Twin Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced disclosure via the CRB, where appropriate.

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Safeguarding, Welfare and Prevent

Twin Group is committed to the safeguarding of children and vulnerable adults, the prevention of radicalisation, and promoting the welfare of all of our customers, and we expect all staff and volunteers to share this commitment. Twin Group has as a Safeguarding Policy which all staff must read and comply with. Successful applicants who will work directly with children and/ or vulnerable adults will be required to undertake an enhanced DBS and complete mandatory training.

Equality & Diversity

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without

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discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Twin Training has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

Confidentiality

The post holder must maintain the confidentiality of information about customers, staff and other Twin Training stakeholders. Some work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act (GDPR) at all times.

Health & Safety

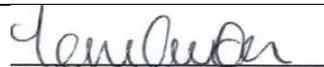
Employees must comply with the provisions of the 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The organisations efforts to promote a safe and healthy working environment can only succeed with the full cooperation of its employees.

Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other reasonable and lawful duty or instruction.

I confirm that I have read, understood and accept the requirements detailed in this job description.

Signed:			
Print name:		Date:	

H.R. Administrator Signed:			
Print name:	Terri Swain	Date:	

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