

General Overview:

Activity Leaders help organise and run the leisure programme at our Ramsgate Main School. They are responsible for making sure all students are safe, happy and participating in all activities.

Specific Duties:

Activity Leaders are responsible to the Ramsgate Activity Manager and must:

- Design, prepare and implement daytime and evening activities
- Engage fully in the activity programme
- Lead, supervise or assist with activity sessions and excursions
- Assist with promotion of activities and excursions
- Help transfer students to and from airports
- Keep the Ramsgate Activity Manager informed of any absences
- Ensure the safety of the students at all times
- Assist the management in the effective day-to-day running of the school
- Work with enthusiasm and to the standard expected by Churchill House

General Duties:

- Ensure that students do not breach the rules of the school
- Engage with students in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation or where a student is ill, injured or absent without permission

Necessary Qualities:

Activity Leaders must be enthusiastic and outgoing people. Students need a positive role model to motivate and inspire them to participate and have fun throughout their stay in the UK. Activity Leaders must be the friendly but professional face of the Churchill House leisure programme for all students.

Necessary Qualifications:

No qualifications are necessary to become an activity leader. However, the following qualifications are great additions to the curriculum vitae of anybody applying at Churchill House:

- Sports Coaching Certificates
- First Aid Training
- Duke of Edinburgh Awards
- Drama Teaching Qualifications
- Dance Instructor Training
- Any qualification that would allow the school to offer a new leisure activity to our students that can be run by you alone

Hours of Work:

Activity Leaders are contracted to work between 0 – 30 hours each week. These hours are not likely to be regular in during the low seasons. In summer, the amount of extra work available (taken on at the employee's own choosing) may exceed that which is contracted.

Salary:

An Activity Leader's basic salary starts at minimum wage and increases in relation to the applicant's experience and qualifications.