

## Summer School Activity Leader

### Temporary Position

You will be at the forefront of the summer school, running interesting and fun activities to keep our students entertained throughout the programme. You will accompany groups of students on excursions as well as leading on-site activities. You will also be involved in the students' pastoral care, safeguarding and welfare.

The role includes:

#### Activity Leader duties

- Delivering professional, fun activities to students, both during the day and in the evening
- Designing and planning activity sessions to suit specific requirements (eg age, ability, weather).
- Accompanying students during activity sessions and on excursions
- Supervising students during mealtimes and free time sessions
- Encouraging and motivating students to participate
- Ensuring the activities and excursion board is up-to-date
- Informing students of what activities and excursions are timetabled
- Ensuring equipment is set-up and packed away
- Ensuring equipment is in good condition and is well-looked after
- Communicating with the Activity Manager when equipment/resources need to be replenished/replaced
- Carrying out night duty on a rota basis with other activity staff
- Undertaking any other duties to assist in the day-to-day running of the summer school

#### Pastoral and Welfare Duties

- Looking after dietary, hygiene, medical and other pastoral issues
- Dealing with incidents, attending hospital visits etc.
- Monitoring any medical conditions
- Having a good understanding of food allergies and intolerances

- Assisting in daily administrative and pastoral tasks, including meal monitoring and free time supervision.
- Assisting with airport transfers as and when required

### NCG Expectations of All Staff

- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To live on-site, board and lodging provided as part of the salary package
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, Group Leader or host site representative complaints, issues or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To wear NCG uniform at all times when you are on duty. Any uniform supplied by NCG is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager.

### **Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.**

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.