

# TIE - Trinity International Education

## Job Description Activity Leader

### Line Manager:

Activities Manager

### Line Manager Reports to:

Centre Manager

### Hours of Work/Contract Type:

- Fixed term 48-hour contract over a six-day week
- You will generally work two sessions per day and may be required to work additional hours when requested to meet the needs of the business
- This position will involve working on weekends and other unsocial hours

### Purpose:

- To be responsible for the organisation and delivery of a varied and interesting activity programme for students
- To cover various pastoral duties as and when required

## Responsibilities & Tasks

### Leisure Responsibilities

- To organise, set up and lead fun, engaging and safe activities for the students and actively encourage them to take part
- To lead and guide students and Group Leaders on excursions to a variety of locations and give informative talks both on the coach/train and when walking around
- To ensure that all aspects of the activity programme run smoothly and safely
- To carry out arrival and departure airport transfers, providing an excellent first and last impression of TIE

## Other Responsibilities

- To assist in daily administrative and pastoral tasks as requested by line management, including meal monitoring, residential and curfew duties which sometimes involve late-night work
- To help prepare and update the TIE notice boards and signs around the school, making sure students and Group Leaders are kept informed and that TIE has a visible presence on the campus
- To act on any incidents of misbehaviour, according to TIE policies
- To act at all times in accordance with the company policies outlined in the Staff Handbook, including the Staff Code of Conduct
- To follow TIE's Safeguarding Policy, ensuring it is followed by others, and maintain a friendly yet professional manner with students at all times
- To ensure that students adhere to the TIE Student Code of Conduct
- To be aware of the designated First Aider/s on-site and report to them when First Aid is required
- To act in a seemly and professional manner with all of TIE's agents, students, and Group Leaders and not to engage in any activity which may bring TIE, its agents, partners or the designated host venue into disrepute.
- To provide excellent customer service to students, Group Leaders and other agents of TIE
- To be flexible to carry out any other duties as may be reasonably assigned by TIE or centre management team

## Other Information

- Rates of pay will be discussed at the interview
- TIE will provide full board and accommodation included in the package
- Full training will be provided, and any online materials and courses will need to be read and completed before the start of employment
- All staff will be required to:
  - help with setting up the centre
  - complete an exit feedback form
  - attend an appraisal
  - attend staff meetings
- TIE operates a strict safer recruitment policy, and all staff will have checks made on their suitability to work with children to include:
  - enhanced DBS check or local equivalent
  - references that will ask directly about the applicant's suitability to work with children
- Applicants must be eligible to work in the country where they are assigned and be able to supply proof of the same (TIE does not sponsor visas)
- TIE is an equal opportunities employer and, provided applicants meet the requirements for employment working with minors, does not discriminate against age, colour, disability, ethnic origin, gender, immigration status, marital status, social or economic status, nationality or national origins, race, religious or political beliefs, responsibility for dependents, sexuality, trade union membership or unrelated criminal conviction(s).

## **Person Specification: Essential**

### **Qualifications**

- Educated to GCSE standard (5 A\* - C grades, including English and Maths) or equivalent
- Very good level of spoken and written English (CEFR B2 minimum, e.g. FCE/IELTS 5-6.5)

### **Experience**

- Experience in working with young people

### **Skills, Knowledge and Abilities**

- Must work well as part of a team
- Responsible approach to working with juniors
- Ability to work under pressure
- 'Can do' approach to work
- Enthusiasm
- Good knowledge of either sports and/or arts & crafts/performing arts

### **Personal Attributes**

- Excellent communication skills
- Some knowledge of foreign cultures
- Interests in activities and local cultures

## **Desirable**

### **Qualifications**

- NVQ (National Vocational Qualification) or equivalent in a relevant discipline
- Sport coaching qualification
- Driving licence, First Aid, Lifeguarding and Safeguarding qualifications

### **Experience**

- Experience in a similar role
- Experience in a summer school environment

### **Skills, Knowledge and Abilities**

- Knowledge of a foreign language
- Computer literate with experience using Microsoft Office 365