

# SAMPLE TIMETABLE

## SENIOR ACTIVITY LEADER (SAL)



### SUNDAY

#### MORNING

HELP AM WITH ADMIN TASKS

#### AFTERNOON

OVERSEE ACTIVITIES  
PLAN WALKING TOUR

#### EVENING

BRIEF STAFF BEFORE ACTIVITY  
SET UP ACTIVITY  
LIGHTS OUT DUTY\*\*

### MONDAY

#### MORNING

GET ACTIVITIES ORGANISED AND STARTED  
ON TIME  
PLANNING

#### AFTERNOON

LUNCH SUPERVISION\*  
STAFF OBSERVATIONS  
OVERSEE ACTIVITIES

#### EVENING

HELP AM WITH ADMIN TASKS

### TUESDAY

#### MORNING

#### AFTERNOON

#### EVENING

### DAY OFF

### WEDNESDAY

#### MORNING

GET ACTIVITIES ORGANISED AND STARTED  
ON TIME  
PLANNING

#### AFTERNOON

ACTIVITY PLANNING  
OVERSEE ACTIVITIES  
FREE TIME SUPERVISION\*

#### EVENING

EVENING OFF

### THURSDAY

#### MORNING

GET ACTIVITIES ORGANISED AND STARTED  
ON TIME  
PLAN EXCURSIONS

#### AFTERNOON

STAFF OBSERVATIONS  
OVERSEE ACTIVITIES

#### EVENING

OVERSEE ACTIVITIES  
LIGHTS OUT DUTY\*\*

### FRIDAY

#### MORNING

GET ACTIVITIES ORGANISED AND STARTED  
ON TIME  
FREE TIME SUPERVISION\*

#### AFTERNOON

AFTERNOON OFF

#### EVENING

EVENING ACTIVITY

### SATURDAY

#### MORNING

PRE-DEPARTURE BRIEFING  
FULL DAY EXCURSION TO LONDON

#### AFTERNOON

#### EVENING

EVENING OFF

\* Student supervision includes free-time, breakfast, lunch and dinner duties. These are often 30 mins but can take more or less time depending on group sizes.

\*\* Lights out duty is generally 10.30 PM to 11.30 PM. Duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.

\*\*\* Night duty is only performed by Student Welfare Officers and Managers.