



**Senior
Leader**

Activity

(Residential or Non-Residential) JOB DESCRIPTION 2024

ABOUT STAFFORD HOUSE

Stafford House has over 70 years' experience in providing international students with great English language study experiences in the UK. Our mission is to educate, inspire and help our students enjoy our locations, empowering them with confidence to realise their personal potential. Stafford House comprises 2 brands, Stafford House International and Stafford House Study Holidays.

Stafford House Study Holidays offers study experiences in the summer in a variety of locations, including our CATS Global Schools locations globally and partner summer venues at prestigious boarding schools and universities. We also offer a variety of non-ELT summer programmes studying Arts, Sciences and Business.

Stafford House International has 3 year-round locations in Cambridge, Canterbury, and London. These schools' benefit from being co-located with other schools in CATS Global Schools allowing us to deliver a high-quality service to students and staff. We deliver our signature Professional Certificate courses and Business English programmes in London and IELTS preparation in all three locations and our General English programme is enhanced by our module courses in the afternoons in all three locations. All three schools deliver programmes from groups booked through Study Holidays throughout the year.

We offer a true experience for our students, and it takes dedicated and special employees to help deliver that. Our 'Lions' are part of the Stafford House family from the start as we quickly integrate people into the team and look to build individuals skills to allow them to truly excel in their role and push on to greater things. Once a lion, always a lion!

Senior Activity Leader

- Under the guidance of the Activities Manager, and utilising the outlined social program provided by Head Office, plan, organise and implement a high-quality programme of activities and excursions, leading by example.
- Manage and supervise other activity leaders, including teachers acting as activity leaders, in taking an active part in the programme.
- Motivate and encourage students to take an active part in the programme.
- Maintain the safety and welfare of all students at all times.

Department:	Programmes
Reports to:	Activities Manager
Contract:	Temporary, fixed term
Hours:	48 hours over 6 days per week

Salary Scale:	Basic rate of £594.88 per week plus holiday entitlement
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YOUR PROFILE AND RESPONSIBILITIES

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times when on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
2. To participating in the staff induction day (paid as part of normal weekly hours) and assist when necessary.
3. To prepare for activity sessions thoroughly. Preparation time can be considerable if you are to ensure the success of the timetabled session. This involves:
 - Comprehensive planning and promoting of the activity, ensuring that students sign up in advance.
 - Considering all potential hazards concerning Health & Safety according to guidelines laid down, and making necessary provisions to avoid accidents.
 - Knowing necessary instructions/directions before session start time.
 - Having all equipment and decorations, if appropriate, set up before students arrive
 - Packing away all equipment and materials and tidying the activity space.
4. To actively encourage the involvement of students in activities and events, leading by example.
5. To brief other staff on the activity/excursion, especially on the procedures and risk assessments involved.
6. To supervise staff on activities/excursion duties
7. To ensure that listed students are present at social programme sessions and to maintain accurate registers of their attendance.
8. To look after the materials/equipment and ensure they are returned at the end of each activity.
9. To escort groups on excursions and ensure the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their visit.
10. To provide feedback on the programme to the Activities Manager.
11. To undertake local travel and research.
12. If holding a specialist qualification that is eligible for an increment, to undertake duties pertaining to this.
13. To supervise student behaviour both on and off campus.
14. To carry out mealtime and free-time supervision and, if residential, lights-out duties. Other residential duties include morning wakeups, room checks and generally caring for the welfare of our younger students.
15. To ensure that all Stafford House Health & Safety policies are implemented and monitored.
16. To assist with airport transfers and student arrivals and departures.
17. To assist with centre administration as directed.
18. To assist in closing the centre and returning equipment.
19. To deputise in the absence of the Activities Manager on request.
20. Additional duties as required.
21. Attendance of the training weekend is mandatory (usually mid-June in Canterbury),

ABOUT YOU

Essential

- Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0
- Previous experience of organising activity programmes, preferably in summer schools
- Interested in, and able to organise activities such as drama, arts & crafts, talent shows etc.
- Able to manage own time and show initiative in undertaking of other tasks
- Effective communicator
- Flexible and a team player
- Able to motivate both students and staff members
- Able to address large groups of young people
- 18 years of age or over
- Enthusiastic
- Willing to carry out manual duties
- Able to sustain long periods of physical activity
- Actively enjoy spending time with children/teenagers
- Professional appearance

Desirable

- Qualifications in related subjects (e.g. arts, drama, sports, etc.)*
- Coaching/arts teaching qualification*
- Current First Aid certificate**
- Current RLSS lifesavers qualification**
- Experience of working with children and/or teenagers
- Competent sports/gamesperson with knowledge of the rules and organisation of one or more sports

** Please consult with us on acceptable qualifications*

COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to diversity, inclusion and belonging. Building on our core values – Pioneering, Persevering, People – we pledge to deliver a series of events, guest speakers and focus groups to make CATS Global Schools an employer of choice for all.

ABOUT CATS GLOBAL SCHOOLS

CGS is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Worthgate School, Canterbury and Guildhouse School, London; CATS Academy in Boston; CATS China; Bournemouth Collegiate School, Bosworth Independent College and St Michael's School, Llanelli; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and Study Holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CATS Global Schools are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines. **All shortlisted candidates will be required to complete a criminal declaration form prior to interview and be subject to online checks which may include social media checks in addition to** an enhanced DBS check (DBS process paid for by CATS Global Schools), references and if applicable, an overseas police check.