

## Job Description

### Activity Leader 2010

#### Reporting to

1. The Social Director.
2. The Director of Studies (when participating in the English Workshops).

#### Duties

##### Pre-course

- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager.
- Come to the centre with as many interesting ideas for the programme as you can.
- Attend the course induction and help set up the course centre.

##### On-course

*Exploit every opportunity for students to learn and practise English. Involve English Student Hosts and ensure nationality groups mix as much as possible.*

- Follow guidelines as outlined in the Staff Handbook and explained by your Course Director/Social Director.
- Attend and participate in daily staff meetings.
- Prepare for and lead a wide range of fun, interesting, challenging and safe activities suitable for a wide range of abilities e.g. arts & crafts, cookery, dance, sports, discos, talent shows, quizzes etc.
- Assist teachers in the English Workshops e.g. film making, photo story, drama, IT, cookery.
- Supervise students on 1 full day and/or 1 half day excursion per week as required.
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required.
- Sleep in a room in close proximity to students and do wake-up/bedtime duty as required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required.
- Maintain the good reputation of Discovery Summer.

#### Working hours

You will receive one full day off each week as well as up to one third of a day off on working days.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.

#### **Discovery Summer's policy regarding alcohol, smoking and substance abuse:**

Our centres are strictly non-smoking; a designated external smoking area may be provided. Never smoke in

front of students.

Consumption of alcohol and/or abuse of substances at the course centre are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

**We rely on you as a vital member of the team.**

**We all depend on each other for the success of the course.**

**Our aim is for students and staff to have a safe, memorable and happy experience  
with Discovery Summer.**