

## **Job Description: Activity Leader, 2008**

### **Reporting to**

1. The Social Director.
2. The Director of Studies (when participating in the academic programme).

### **Duties**

#### **Pre-course**

- Read the Staff Handbook and raise any queries you have with Head Office.

#### **On-course**

- Attend the course induction.
- Prepare for and lead activities.
- Participate fully in the academic programme.
- Supervise students on one full day and one half day excursion per week as required.
- Give timely, constructive feedback to your line manager.
- Attend and participate in the daily staff meeting.
- Carry out airport duty as required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Sleep in a room in close proximity to students.
- Follow course centre guidelines concerning the British Council Accreditation Scheme and the Children's Act.
- Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible.
- Prepare the course centre as required.
- Pack up the course centre as required.
- Involve Group Leaders as much as possible.
- Maintain the good reputation of Discovery Summer.

### **Working hours**

The working week is between 40 and 45 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 the 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**

We strongly discourage smoking. You certainly must never smoke in front of students at any time. All our centres are non-smoking, although smoking is permitted in an agreed external area at each centre.

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 memorable, happy and safe experience with Discovery Summer.**