

Post description for: ACTIVITY LEADER (Residential)

Responsible to: Activity Manager & Student Welfare Managers

Background

Part of Fettes College, Fettes Centre for Language and Culture (FCLC Edinburgh) offers overseas students the opportunity to combine a programme of English language tuition and cultural activities with the experience of living and studying at one of the country's finest independent schools. Fettes College is set within extensive grounds featuring a historic main building and original and modern boarding houses and enjoys a wonderful location close to the centre of Edinburgh.

FCLC provides residential programmes for overseas students aged 10-17 during a six-week period in July and August. In 2021, the school will operate from 4th July to 14th August. All students live onsite in boarding houses within the school grounds. On weekday mornings, the students attend English classes while in the afternoons, evenings and at weekends they take part in an extensive cultural programme, which includes sports, projects, excursions, events and activities to support our weekly themes and introduce them to Scottish culture.

Main purpose of job

To ensure that activities and excursions are as lively, stimulating, safe and well organised as possible and to supervise the welfare, safety and discipline of students, especially on excursions and activities and while in the boarding houses.

Cultural Programme

The cultural programme is planned and booked before the centre opens. However, the detail of how activities and excursions are supervised and animated is organised by the activity leaders, who will plan each session carefully under the guidance of the Activity Manager and in conjunction with other team members on duty that day.

Pastoral duties

Activity leaders live in the boarding houses and, under the guidance of the Student Welfare Managers, are responsible for providing a safe, nurturing, inclusive environment for all students in their care as expressed in the GIRFEC Well-Being Wheel.

Main duties and responsibilities

1. Preparing for activity sessions thoroughly. This involves:
 - Planning how the activity will be organised/undertaken
 - Ensuring any required equipment or materials are ready
 - Considering any potential health and safety issues in accordance with centre guidelines and following instructions as given on any risk assessment
 - Being familiar with instructions/directions before the session starts
2. Design and presentation of weekly projects
3. Motivating the students and encouraging full involvement in activities, leading by example with energy and enthusiasm
4. Ensuring that events are promoted effectively and that students sign up in advance (where required)
5. Ensuring that listed students are present and maintaining accurate registers of attendance
6. Escorting, supervising and ensuring students complete any activities given to them on activities and full-day excursions while ensuring their welfare and safety at all times
7. Looking after centre materials and equipment and ensuring they are returned at the end of each activity
8. Providing feedback on the cultural and activity programme to the Activity Manager
9. Assisting with airport transfers and student arrivals and departures
10. Assisting with centre administration and other general tasks as directed
11. Assisting with centre set-up and closure

Accommodation and pastoral duties

Accommodation and full board is provided free of charge. In exchange for this, pastoral duties are undertaken. These may include:

- Responding to questions/problems that may arise in the boarding houses
- Welfare, safety and behavioural supervision of students in the boarding houses
- Lights out duty/night-time patrol
- Morning wake up calls
- Sign-in and sign-out sheets
- Meal time supervision

Essential criteria

- Over 18 years of age
- Energetic and enthusiastic
- Maturity and common sense, able to assume responsibility for groups of children/teenagers
- Enjoy spending time with children/teenagers
- Able to motivate large groups of children/teenagers
- Flexibility, able to adapt quickly to change
- Interested and confident in organising activities such as talent shows, arts and crafts, music, photography, drama and sports events etc.

Desirable criteria

- Experience of working with 10-17 year olds
- Current or past resident of Edinburgh
- Current First Aid qualification
- Previous residential summer school experience
- Qualifications in related subjects (e.g. drama, music, sports coaching, science, photography, art, multi-media etc.)
- Experience of organising and leading activities and events
- Competent sports/games person with knowledge of rules and organisation of various sports/games
- Local knowledge
- Any other interest or experience that could be utilised on the cultural programme

Remuneration

Activity leaders will work a six-day week with at least one day off per week. Payment is £375 per week. Statutory holiday pay will be settled on completion of the contract.

Employment Dates

Contracts are available for 2, 4 or 6 weeks within the period from 4th July to 14th August.

Benefits

All meals are provided and staff have access to Westwoods Health Club, Fettes College's on-site private members' health club, throughout the duration of their contract.

Accommodation

Residential accommodation will be provided onsite at Fettes College from the Sunday prior to the start of the contract period to the Saturday after the end of the contract period. FCLC can also provide accommodation during the staff induction period.

Compulsory Training

As part of their contract, all activity leaders must attend the two full-day induction sessions on Friday & Saturday, 2nd & 3rd July 2021. These sessions provide training in organising and supervising activities and cover essential pastoral and welfare procedures. Pro rata payment will be made for these days.

British Council inspection

FCLC will be undergoing its four-yearly scheduled British Council accreditation inspection in 2021. Activity Leaders working at the time of the inspection will be observed working by the inspectors and FCLC will share information about all staff with the inspectors as part of the inspection regime.

Disclosure Scotland - PVG

All offers of employment are subject to a clear Disclosure Scotland PVG Scheme report.

Application procedure

Please complete the application form and submit it to Greg Burrell, the FCLC General Manager, on g.burrell@fettes.com.

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