



ABBHEY COLLEGE SUMMER SCHOOL 2010

HEAD OF ACTIVITIES JOB DESCRIPTION

The Abbey College
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In essence, this role is to ensure a lively, exciting, stimulating professional and informative environment where students can learn and develop their skills and English language whilst trying new activities and sports in safe and secure surroundings.

Throughout the summer school the **Head of Activities** will be responsible for the smooth running of the Activity department which, at peak times, has up to eighteen activity leaders and up to 300 students. The Abbey College summer school lasts for thirteen weeks, the majority of our students stay for two weeks but some can stay for the duration. Students arrive and leave on Sunday of each week.

The following job description should be read in conjunction with the '**Head of Activities Pre-Interview Information**'.

Activity Programme

You will be responsible for creating weekly activity schedules that will be distributed to the students. These will show what is planned for them in the afternoons and evenings. These programmes must use all available college facilities, be varied and appropriate to the various age ranges.

You will also be responsible for effectively advertising these activities in the common areas and boarding houses.

Excursions

You will liaise with the Director of Studies over which students opt to go on the optional excursions.

You will be responsible for compiling lists and making any necessary bookings for the excursions included as part of the activity programme.

Assemblies

You will be responsible for organising and holding afternoon and evening assemblies for all age groups (children, teenagers and adults).

Administration

You will be responsible for putting students into groups for their afternoon activities and monitoring their attendance with registers. Any absences need to be followed up and the registers neatly filed.

Management

You will hold daily meetings with the activity leaders during which you will inform them of the day's activities and ensure they are properly equipped.

In the evenings you will ensure the activity office is manned from 17.00

Produce a lunch rota for the activity leaders and monitor its effectiveness

Ensure staff are all wearing the correct uniform when either working on campus or on an excursion

To monitor staff levels and liaise with the Summer School Director

Student Welfare

You will ensure that children aged sixteen are supervised throughout the afternoon and evenings, and that those aged under twelve are always with a member of staff

You will ensure that any boarding house open to children aged under eighteen are properly manned and supervised throughout the evenings

You will allocate activity leaders to bed check the boarding houses at the end of each evening, and ensure this is done to the standard required by the college

College Campus and Facilities

You will ensure all sport pitches are suitable, kept tidy and properly marked.

Activity equipment must be looked after, accounted for and additional equipment ordered when necessary

To allocate activity staff to carry out such estate duties as watering flowers and picking up litter

Personal Specification

Please note that the successful applicant must be available from 13th June to at least 29th August 2010.

Qualifications and Experience

- Applicants should hold a first degree or equivalent and must be able to speak English to native level
- Experience of managing a team is desirable
- Previous experience of working within a summer school is desirable
- Have good computer skills, especially Excel and Word

Style

- Applicants must be enthusiastic and hardworking.
- The position of Head of Activities is enjoyable, but also stressful and demanding. An ability to stay calm under considerable pressure is essential, as is the ability to adapt to changing circumstances
- A willingness to work as part of a team and to be a competent communicator is vital.

Salary Details

The weekly salary is £350 - 400 per week with an end of contract bonus. Board and lodging can also be provided.

- Staff receive unused holiday pay in lieu at the end of their contract, usually included in their final payment
- Salaries are paid in arrears by cheque the last Friday in every month. Cheques will be made out in their name only. The employee is responsible for costs incurred cashing the cheque and also for any international bank transfers
- You will receive one full day off per week

Uniform

- When on duty staff must wear the official t-shirt with either a pair of plain shorts or track suit bottoms
- A cotton t-shirt must be with a swimming costume when in the pool with the students
- ID badges must be worn at all times when on duty

Meals

- Full time residential staff receive three meals a day, non-residential staff receive lunch/dinner only
- The college does not provide lunch on excursion days

These duties and responsibilities are a guideline and are not exhaustive, and are subject to reasonable change if required