**Residential Activities Leader**

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| Job details |
| **Posting date:** | 28 July 2020 |
| **Salary:** | £15,000 to £16,000 per year, pro rata |
| **Hours:** | Full time |
| **Closing date:** | 16 August 2020 |
| **Location:** | Malvern, Worcestershire |
| **Company:** | Abbey college in Malvern Ltd |
| **Job type:** | Permanent |
| **Job reference:** | Sept2020 |

Main Responsibilities
The successful applicant will have responsibility for:
**Extra-Curricular Programme**

* Taking ownership of the extra-curricular programme and developing the content to include a range of exciting and engaging activities and excursions relevant to the current students during the academic year
* Planning the afternoon, evening and weekend activities
* Together with the Welfare Manager, contribute to the organisation of the weekly Rota for approval by the Principal
* Participating fully and enthusiastically in the extra-curricular programme
* Assisting in preparing equipment for activities on the extra-curricular programme
* Ensuring the students are safe and supervised at all times during activities on the extra-curricular programme
* Being fully aware of, and follow, Health & Safety procedures and risk assessments
* Gathering, analysing and responding to student feedback on excursions and activities
* Planning/organising excursions & Half-Term trips
* Organising and attending overseas trips for the students (if appropriate)
* Ensuring the homework/Prep sessions are correctly monitored
* Advertising and promoting charity and cultural events throughout the year
* Organising for external speakers to give talks to the students on relevant topics
* Reviewing and updating excursion plans and policies

**Pastoral and Behavioural**

* Contributing to PSHEE throughout College
* Contributing to SMSC throughout College
* Organising & Overseeing a Student Reward System, ensuring the participation of all in it
* Being an active and caring House Parent (see below)

**General Duties**

* Encouraging the students to speak English at every opportunity
* Attending and helping organise morning assemblies
* Helping ensure students do not breach the College Rules and that dress codes are adhered to
* Help ensure students behave so health and safety is promoted within and outside of the College
* To attend all necessary meetings
* Participating in/leading regular meetings with teaching and support staff
* Support Duties
	+ Locating students when they are not where they should be.
	For example, when students are absent from:
		- Morning registration
		- Lessons/the Library
		- Prep
		- Clubs
	+ Monitoring the Sunday evening Prep session

**Other duties may include:**

* Any other duties required from time to time by the Senior Management
* The above is intended as a guideline and is not exhaustive.

“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the College once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the College has received and verified two satisfactory references.”