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**Sports and Activities Coordinator**

**Job Description**

**Abbey College in Malvern Ltd.**

**253 Wells Road Malvern Wells**

**Worcestershire WR14 4JF**

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**Candidate Profile**

The successful candidate will enjoy working with international students, be customer orientated and performance driven; be a university graduate looking for a challenging role that they can make their own; understand how to motivate and animate teenagers and young learners; be enthusiastic and committed with stamina and a positive attitude.

**Overview of Role**

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

The post-holder will have overall responsibility for the student experience, which includes:

* Extra-curricular programme
* Health and Personal development of the students
* Organising opportunities for interaction with the local society, including charity events

The Activities Leader will galvanise and make significant improvements to the student extra-curricular activities within the College.

The focus will be on the management, delivery and execution of regular, well attended sessions, where students can develop skills and confidence. This will include Extra-Curricular Activities, PSHEE, Student Clubs, SMSC, excursions, overnight and half term trips; the development and implementation of activities to help students improve their English language outside of the classroom; and maximising opportunities for students to experience the world outside Abbey College.

**Behaviour Management**

He/She will also have responsibility for student behaviour during the non-academic part of the day/week. This will involve liaising with Welfare Manager, House Parents and the Principal, about any behavioural issues outside the classroom; e.g. the evenings and weekends, and taking disciplinary action where necessary.

**Residential/Campus Upkeep & Security**

This can be summarised as:

* Liaising with the Bursar re: issues with buildings and campus
* Ensuring that the campus, buildings, sporting and leisure facilities are kept tidy and presentable, i.e. nets don’t have hole in them the chairs and outside furnishing are properly placed looking neat, swimming pool is clean
* Making sure we always have workable sport and games equipment, pump up footballs and basketballs, ensure there are plenty of table tennis bats and balls, cleaning of bouncy castle, pressure washing and clearing of tennis courts, etc.
* Dealing with any maintenance issues out of hours
* Taking whatever measures necessary to ensure the safety of the students and security of the campus

This position is usually a residential position, with board and lodgings included in return for residential duties, and involves house parenting duties.

However, non-residential candidates may apply providing they are willing to commute.   
Please note there may also be occasional house parenting cover duties where the post holder is required to live on site temporarily.

**Working Hours**

* In a typical week you will be expected to work for up to 48 hours. This will usually take place over 5 or 6 days per week. During busy times of year, you may be required to work longer.
* The hours of work will be those necessary to fulfil the responsibilities of the role and can be during the daytime or evenings and include residential duties.
* Working days can be any days of the week.
* When possible days off will be given consecutively.
* Work patterns change according to the weekly rota.
* Hours of work will vary according to the requirements of the clients we have in the College, the number of students in the College and the needs of the College. The workload varies at different times of year so flexibility is required.
* You will be required to attend staff work days prior to and after each academic term.

**Reporting to**

Your Line Manager is the Principal.   
You will also be working closely with the Welfare Team on a daily basis, and need to form a solid team.

**Main Responsibilities**

**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**

* 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:**

* Cover teaching ELT on our short-courses
* Any other duties required from time to time by the Senior Management

**Other Responsibilities**

**House Parent**

Being an active and caring House Parent. The role of a House Parent is to provide our boarding students with a safe, caring and happy environment. promoting the general welfare, personal and academic development of all the boarders in accordance with the policy of the College and in the light of current legislation and recommendations concerning the welfare of children; building a strong personal relationship with each of the students in your care, to sound out the needs of each and to support the school in working continuously towards meeting those needs.

You will need to set up and implement boarding house procedures for:

* getting up, personal hygiene, showering, dress code, etc.
* meals
* bedtime
* the safe keeping of students' valuables and pocket money

Other duties include:

* Being on duty in the house on specified nights from after Bed Check to wake up (i.e. being present in your room in a fit and proper state to help students if they have any problems, fire alarm goes off, etc.)
* Ensuring that the house is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including weekends.
* Responding to any noises in the house after Bed Check
* Providing support and advice for students in your house
* Organising regular events/activities for the members of your house
* Maximising student participation in House Competitions

You will report to House Master and Matron in the first instance and when required the Principal on any matters connected with boarding house administration or student discipline/welfare/safeguarding issues that you believe require their attention.

***These duties and responsibilities are a guideline and are not exhaustive, and are subject to reasonable change if required, and should be read in conjunction with the termly key tasks and responsibilities document.***

**Qualifications and Experience**

**Essential requirements:**

* Applicants should hold a first degree or equivalent in a sports or tourism related qualification and must be able to speak English to native level.
* Candidates should have experience of working with teenagers and young adults
* Interest in sports and recreational activities
* Ability to demonstrate good time-management, problem solving capabilities and organisational skills
* Be flexible and able to keep calm under considerable pressure
* Demonstrate cross cultural awareness and understanding

**Desirable, but not essential:**

* Previous managerial experience within a team
* Competence in administrative IT skills (Word, Excel, PowerPoint, e-mail)
* CELTA or equivalent
* Summer school experience

***The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the College.***

*“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.”*

The above does not form a contract in its own right and should be read in conjunction with your contract, the Abbey College Staff Rules & Disciplinary Procedures, relevant handbooks, Teaching Staff Job Description and Staff Terms and Conditions.

Signature of Employee: Date:

Signed on behalf of the Abbey College: ......................................................... Date: ........................................