



ABBNEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
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Job Description:

Activities Leader

School Profile

The Abbey College is an international co-educational boarding school based in Malvern, Worcestershire. During the academic year (September to June) we can have up to 100 students, from as many as 20 different countries, aged 13 years plus, studying a variety of courses, including IGCSEs, A Levels and (pre-university) Foundation. The majority of these students live at the College.

In addition to this we also run short courses where groups study English, enjoy some activities and have a taste of British culture. Moreover, we offer immersion programmes where students experience living and studying in a British boarding school environment. Over the summer months a popular summer school runs offering lots of fun and engaging activities in a safe environment.

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's main responsibility is for the student experience, which includes:

- Involving students in engaging and fun activities
- Ensuring the safety and welfare of students during activities
- Organising opportunities for interaction and communication to enhance the student experience

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 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 whilst on excursions and during activities.

Behaviour Management

He/She will also have responsibility for student behaviour during, between and after the activity program each day. This will involve liaising with Activities Coordinator, Director of Studies, Welfare Manager and the Principal, about any behavioural issues outside the classroom; e.g. afternoons, evenings and weekends, and taking disciplinary action where necessary.

Campus Upkeep & Security

This can be summarised as:

- Liaising with the Student Experience Coordinator re: issues with buildings and campus

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 wells road, Malvern, Worcestershire, WR14 4JF

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- 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.
- Reporting any maintenance issues to line manager
- Taking whatever measures necessary to ensure the safety of the students and security of the campus

Working Hours

- 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.
- Vary according to the specific requirements of the course
- 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.
- You will be expected to work a six day week.
- As a rule there are usually three sessions in a day: morning, evening and afternoon
- On a typical programme you may work two out of three sessions a day.
- Working days can be any days of the week.
- Work patterns change according to the weekly rota.
- You will be required to attend staff work days prior to and after each academic term.

Reporting to

Your Line Manager is the Student Experience Coordinator who answers to the Principal.

You may 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 designated activities
- Assisting in preparing equipment for activities on the programme
- Ensuring the students are safe and supervised at all times during activities on the programme
- Being fully aware of, and follow, Health & Safety procedures and risk assessments
- Gathering, analysing and responding to student feedback on excursions and activities
- Leading or participating in excursions & Half-day trips
- Recommending any updates of risk assessments, excursion plans and policies

Pastoral and Behavioural

- Being an active and caring member of staff

General Duties

- Encouraging the students to speak English at every opportunity
- Attending and helping organise assemblies
- Helping ensure students do not breach the College Rules
- Help ensure students behave so health and safety is promoted within and outside of the College
- To attend all necessary meetings

Other duties may include:

- Any other duties required from time to time by the Senior Management

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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 be knowledgeable of activities/games/sports/past-times and must be able to speak English to native level.
- Candidates should have experience of working with teenagers and young adults
- 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 experience of working within a team, ideally in a summer school context
- Competence in basic administrative

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:

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