



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
253 Wells Road Malvern Wells
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Sports and Activities Leader Job Description (Residential & Non-Residential)

Candidate Profile

The successful candidate will:

- Enjoy working with international students
- Be customer orientated and performance driven
- Understand how to motivate and engage teenagers and young learners
- Be enthusiastic, energetic and committed with stamina and a positive attitude
- Demonstrate excellent organizational and communication skills
- Show cross-cultural awareness and understanding

Overview of Role

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

The post-holder will contribute significantly to the overall student experience, including:

- Extra-curricular activities and excursions
- Student welfare and personal development
- Student engagement and participation
- Opportunities for interaction with local culture and society
- Supporting students' English language development outside the classroom

The focus will be on the management, delivery and execution of regular, well-attended sessions where students can develop confidence, teamwork and communication skills. This may include:

- Afternoon, evening and weekend activities
- Student clubs and enrichment sessions
- Excursions and half-day trips
- Cultural, charity and community events
- Activities promoting English language usage outside lessons

Behaviour Management

The Activities Leader will have responsibility for student behaviour during and outside of the activity programme.

This includes:

- Liaising with the Activities Coordinator, Welfare Manager, Director of Studies and Principal regarding behavioural concerns
- Supporting the implementation of College rules and expectations
- Taking appropriate disciplinary action where necessary

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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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- Promoting positive behaviour, wellbeing and student safety

Campus Upkeep & Security

Responsibilities include:

- Liaising with the Student Experience Coordinator or Bursar regarding campus or building issues
- Ensuring sporting and leisure facilities remain tidy, safe and presentable
- Maintaining and monitoring sports and activity equipment
- Reporting or responding to maintenance issues
- Taking reasonable measures to ensure the safety of students and security of the campus

Examples include:

- Ensuring footballs and basketballs are inflated and equipment is usable
- Maintaining table tennis equipment and recreational resources
- Supporting the upkeep of outdoor facilities and common spaces
- Assisting with health and safety compliance during activities and events

Residential Duties (If Applicable)

This role may be residential, with board and lodging included in exchange for residential responsibilities and house parenting duties.

Non-residential candidates may also apply provided they are willing to commute.

There may occasionally be a requirement for temporary residential cover duties.

House Parent Responsibilities

House Parents are expected to provide boarding students with a safe, caring and supportive environment that promotes their welfare, personal development and wellbeing.

Responsibilities may include:

- Supporting students with routines such as wake-up, meals and bedtime
- Ensuring students are supervised appropriately outside teaching hours
- Responding to student concerns and emergencies during boarding hours
- Organising house activities and supporting participation in house events
- Supporting safeguarding and welfare procedures
- Helping students manage personal belongings and valuables responsibly

The post-holder will report boarding-related concerns to the welfare manager or Principal as appropriate.

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.
- Working hours 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 (if applicable)
- You will be expected to work a six-day week. (If applicable and only for Summer School / Short Courses)
- 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.

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- Work patterns change according to the weekly rota (If applicable).
- You will be required to attend staff work days prior to and after each academic term (if applicable).
- When possible, days off will be given consecutively. (If applicable)
- **Your contract will have more precise working hours for your given role as the working schedules change depending on if you are working during Summer School, year-round academic or for year-round short course groups as all timetables differ.**

Reporting to

Your Line Manager is the Principal or if you are working during the Summer School, the Summer Centre Manager. 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 designated activities and contributing to programme development
- Planning and delivering engaging afternoon, evening and weekend activities
- Assisting with activity preparation and equipment setup
- Supervising students during activities and excursions
- Ensuring activities operate safely in line with Health & Safety procedures and risk assessments
- Gathering and responding to student feedback
- Leading or supporting excursions, trips and cultural visits
- Supporting the organization of schedules and rotas
- Promoting participation in activities and events
- Organizing charity, cultural or enrichment events where appropriate
- Recommending updates to risk assessments, excursion plans and policies

Pastoral and Behavioural

- Being an active, caring and approachable member of staff
- Supporting student wellbeing and positive behavior
- Encouraging participation and inclusion
- Supporting reward systems and student motivation initiatives

General Duties

- Encouraging students to speak English at every opportunity
- Assisting with assemblies and meetings
- Supporting enforcement of College rules and expectations
- Promoting health and safety awareness
- Attending meetings and training sessions as required
- Assisting with locating students when necessary
- Supporting supervised study or prep sessions where required
- Undertaking additional duties requested by Senior Management

Other duties may include:

- Supporting short-course or summer school programmes
- Assisting with accommodation issues such as stripping beds / changing bedding if needed
- Taking care of the grounds of the college which could include watering of flowers
- Occasional cover teaching or activity support
- Any reasonable additional duties requested by 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 your contract.

Qualifications and Experience

Essential requirements:

- 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 and the Abbey College Staff Rules & Disciplinary Procedures.

Signature: _____

Date: _____

Signed on behalf of the Abbey College: _____

Date: _____

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