

# Excursion and Activity Leader Job Description 2024



To apply, please complete the application form [here!](#)

The Excursion and Activity Leader is responsible for leading and delivering the excursion and activity programme in conjunction with the Excursion & Activity Manager and Excursion & Activity Coordinator. Their main responsibility is to make the excursions and activities fun and safe for everyone involved.

Person Specification		
Reporting to: Excursion & Activity Manager and Excursion and Activity Co-ordinator		
	Essential	Desirable
<b>Experience</b>	✓ Experience of summer schools or working with young people	✓ Comfortable using the London Underground
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>✓ Relevant First Aid Qualification</li> <li>✓ Qualifications/experience in related subjects such as drama, sports and music etc.</li> </ul>
<b>Skills and Knowledge</b>	✓ Committed to ensuring the safety of students	✓ Knowledge of London
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ Boundless energy and enthusiasm</li> <li>✓ Adaptability and flexibility</li> <li>✓ Excellent communication and motivational skills</li> </ul>	✓ Willingness to learn and adopt new teaching methods
<b>Legal requirements</b>	✓ Full right to work in the UK	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"> <li>✓ Minimum of 2 reference checks</li> <li>✓ Enhanced DBS Check</li> <li>✓ Overseas Police Check (if applicable)</li> </ul>	

Salary and Benefits
<ul style="list-style-type: none"> <li>✓ Full-board accommodation is provided at no additional cost to you.</li> <li>✓ All salaries are paid monthly in arrears.</li> <li>✓ Weekly salary ranging from £345 to £460.</li> </ul>

# Excursion and Activity Leader

## Job Description 2024



Educate · Inspire · Enrich

### Responsibilities

#### Pre- Course:

- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook, Excursion and Activity Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Attend the company and activity team inductions and assist with the centre set up as required.
- ✓ Attend the pre-summer online training.
- ✓ Complete the Safeguarding and Prevent online training courses.
- ✓ Attend the team induction and assist with the centre set up as required.

#### During the Course:

- ✓ Support the Excursion and Activity Manager and Excursion and Activity Coordinator in the preparation and delivery of all excursions and activities.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Ensure that all equipment and materials are in place for the start of an activity and returned at the end.
- ✓ Deliver an engaging programme of excursions and activities and ensure that the students are involved and enthusiastic.
- ✓ Feedback regularly to the Excursion and Activity Coordinator and Excursion and Activity Manager.
- ✓ Read, understand and sign off to all risk assessments for excursions
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times.
- ✓ Participate in team meetings.
- ✓ Regularly help to update the excursion and activity noticeboard.
- ✓ Deal quickly and effectively with student and group leader queries regarding the excursions and/or activities.
- ✓ Maintain accident and damage records.
- ✓ Maintain and be responsible for all activity equipment, materials and registers.
- ✓ Work with all the team and group leaders to maintain team and student discipline.
- ✓ Dress appropriately at all times.
- ✓ Supervise mealtimes (and lights-out for residential team members) as required.
- ✓ Maintain an entirely professional manner at all times and in all dealings with students.
- ✓ Maintain the good name and reputation of UKLC at all times.

#### Post-Course:

- ✓ Complete exit feedback at the end of your contract.

### Working Hours:

An Excursion and Activity Leader is required to work 22 sessions per fortnight based on a six-day working week. A session is defined as a morning/afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two sessions). Generally, a session includes a half hour break.

Airport transfers may be considered as one or two sessions depending on the duration.

In some centres excursions and activities may take place at weekends and it may be necessary for EALs to work on six consecutive days.



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## Testimonials of Former Excursion and Activity Leaders

What do I love about UKLC? Everything!

Since 2019, UKLC has majorly contributed to my growing confidence, resilience and my passion for inspiring children. ❤️ If there's one language company that beautifully blends education, diversity and fun together, it's UKLC. So there's no need to ask me, "What are you doing next summer?" because I think you know my answer! 😊

**Shannon, Summer 2023**

Summer 2023 was my first time working with UKLC and it was arguably one of the best experiences I've had. I worked as an EAL (Excursion and Activity Leader). My job was to lead excursions and evening activities for the students. Working at two centres allowed me to work with some incredible people and meet some incredible students who were all eager to get involved. Queen Mary's University was my first taste of UKLC and it was possibly the best way to start. The staff I worked alongside were all brilliant and we formed a family bond almost instantly. The tube station being close by meant it was easy when going out on excursions, which were all great.

I then moved to Wembley which followed a similar excursion rota. The facilities were second to none and living next to Wembley stadium was something I won't forget. Overall, this experience has been amazing and I couldn't have asked for a better team to work alongside. I have definitely made friends for life!

**Callum, Summer 2023**

## Centres Available for Excursion and Activity Leaders

*You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.*

Summer Centres	Centre Dates	Link
King's College, London – Waterloo Campus	1st July - 26th August 2024	<a href="#">King's College London</a>
Queen Mary University of London	16th June - 11th August 2024	<a href="#">Queen Mary University</a>

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.