

Sport and Activity Instructor

Job Description 2024



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

The Sport and Activity Instructor is responsible for implementing and delivering the sport and activity programme in conjunction with the Sport Coordinator. Their main responsibility is to make the sports and activities fun and safe for everyone involved.

Please note that we have some SAI positions available for people who are specialised in dance, drama or football. If you hold the relevant qualification/s and are interested in taking on one of these roles, please email recruitment@uklc.org for more information.

Person Specification

Reporting to: Excursion & Activity Manager and the Sport & Activity Coordinator

	Essential	Desirable
Experience	✓ Experience of summer schools or working with young people.	
Qualifications	✓ National Governing Body Sports qualifications and/or PGCE in Physical Education.	✓ Relevant First Aid qualification. ✓ Qualifications/experience in related subjects such as drama, sports and music etc. ✓ Lifeguard qualification.
Skills and Knowledge		✓ Knowledge of the local area.
Personal Qualities	✓ Adaptability and flexibility. ✓ Boundless energy and enthusiasm. ✓ Excellent communication and motivational skills.	✓ Willingness to learn and adopt new teaching methods..
Legal requirements	✓ Full right to work in the UK.	
Safer Recruitment Checks	✓ Minimum of 2 reference checks. ✓ Enhanced DBS Check. ✓ Overseas Police Check (if applicable).	

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Salary and Benefits

- ✓ Full-board accommodation is provided at no additional cost to you.
- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary ranging from £345 to £460.

Responsibilities

Pre- Course:

- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook, Sports Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Attend the company and sports 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.

During the Course:

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

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Testimonials of Former Sport and Activity Instructors

There is never a dull moment when working for UKLC! Whether you're running activity sessions, going on excursions, or organising evening entertainment, there's always something to get stuck into. Highlights from my summer include singing along to Ed Sheeran's *Perfect* at karaoke night with a whole hall full of students, getting coffee with my colleagues when on break in London, and chatting with the students during friendship bracelet making sessions. Working for UKLC has strengthened my public speaking, communication, and leadership skills, as well as greatly improving my confidence. It was a summer I'll never forget.

Bethany, Summer 2023

I had the best time working for UKLC this summer. I got to explore a new city, meet so many lovely people and expand my mind. Working at UKLC taught me so many skills, such as leadership, adaptability, communication and organisation. I loved running the evening activities and seeing children from different countries work with each other and make friends despite the language barriers. The experience was very rewarding and improved my confidence, patience and teaching skills.

Jennie, Summer 2023

This summer was my first year working for UKLC as a Sport and Activity Instructor and it was an incredible and memorable experience! The whole team was very welcoming and helpful which created a very nice and pleasant working environment from day one. It was very rewarding seeing the children having fun, making friends from different countries and gaining new experiences and knowing I was part of the team that made their time in the centre so enjoyable. Working for UKLC was such a unique and rewarding experience, and I am really looking forward to next summer.

Ioanna, Summer 2023

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Centres Available for Sport and Activity Instructors

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
Clifton College, Bristol	7th July - 18th August 2024	Clifton College
Dean Close School, Cheltenham	3rd July - 31st July 2024	Dean Close School
Chester University	30th June - 11th August 2024	University of Chester
Reaseheath College, Nantwich	5th July - 2nd August 2024	Reaseheath College
Queen Anne's School, Reading	7th July - 4th August 2024	Queen Anne's School
Bootham School, York	8th July - 5th August 2024	Bootham School

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.