



Activity Leader

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As an Activity Leader, you will support the delivery of UKLC's activity and excursion programmes, ensuring every session is fun, inclusive, and safe. This role is vital in creating a positive environment where students feel engaged, group leaders feel supported, and the UKLC mission to **Educate, Inspire, and Enrich** is consistently delivered.

Job Description

Contract Type: Fixed Term

Reporting to: Excursion and Activity Manager and Activity Coordinator.

Opportunity for Progression: Activity Coordinator or Excursion and Activity Manager.

Pre-Summer Preparation

- ✓ Participate in the pre-summer online training.
- ✓ Attend the company and activity team inductions and assist with the centre set up as required.

Summer Activity and Excursion Delivery

- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times.
- ✓ Supervise mealtimes (and lights-out for residential team) as required.
- ✓ Collaborate with the Excursion and Activity Manager and Activity Coordinator to deliver an inclusive programme of activities.
- ✓ Maintain and organise activity equipment, ensuring everything is ready before and after sessions.
- ✓ Foster a sense of excitement and involvement, encouraging all students to participate fully.



Teamwork and Communication

- ✓ Attend daily team meetings to provide updates and receive guidance.
- ✓ Support the wider activity team, working collaboratively to achieve a seamless programme.
- ✓ Assist Sport and Activity Instructors with delivering sports sessions as required.
- ✓ Work with the team and group leaders to maintain student discipline.

Student and Group Leader Support

- ✓ Act as a key point of contact for students and group leaders, addressing activity-related queries promptly and effectively.
- ✓ Ensure students and group leaders are informed about the timetable and feel encouraged to participate.

Feedback and Administration

- ✓ Provide feedback to the Activity Coordinator and Excursion and Activity Manager.
- ✓ Maintain accident and damage records.
- ✓ Assist with maintaining noticeboards and keeping activity-related records up to date.
- ✓ Complete end-of-contract feedback to support continuous improvement.

Safeguarding and Professionalism

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Read and adhere to the Operating and Safeguarding Handbook, Sport and Activity Instructor/Activity Leader Handbook and maintain good standards of Health and Safety at all times.
- ✓ Read and adhere to all risk assessments for activities and excursions, ensuring compliance with health and safety standards.
- ✓ Maintain professionalism in all interactions with students, group leaders, and colleagues.
- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Dress appropriately at all times.



Working Hours

An Activity Leader is required to work 24 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 most centres, excursions and activities take place at weekends and it will be necessary for Activity Leaders to work on six consecutive days.

Session Breakdown

- 8.30am – 9am: Team Meeting
- 9 - 12:30pm (including a half an hour unpaid break)
- 2 – 5:30pm (including a half an hour unpaid break)
- 7:30 – 11pm (including a half an hour unpaid break)

Salary and Benefits

- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary (including holiday pay) is from £397.85 (18 – 20 year olds) to £498.71.
- ✓ Holiday pay will be added at the end of contract.
- ✓ Full-board accommodation is provided.



Person Specification

- ✓ Essential
- Desirable

Experience

- ✓ Experience working with young people in summer schools or similar settings.

Qualifications

- ✓ National Governing Body Sports qualifications and/or PGCE in Physical Education.
- Lifeguard qualification.
- Relevant First Aid qualification.
- Qualifications/experience in related subjects such as drama, sports and music etc

Skills and Knowledge

- ✓ Committed to ensuring the safety of students.
- 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

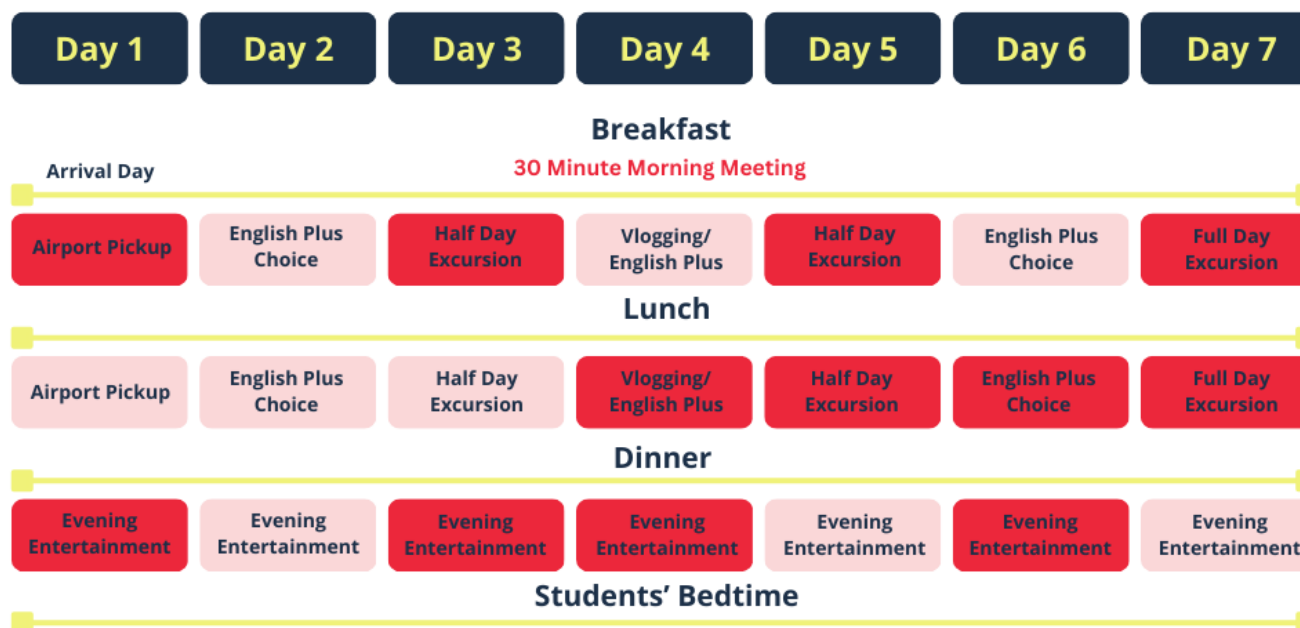
- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



Sample Rota (Zig Zag Centre)

The **red areas** show a sample working week of an Activity Leader in a zig zag centre. A zig zag programme is when the students are divided in two and half have English lessons in the morning and their activities in the afternoon, whilst the other half are on the reversed time table.

This rota is simply an example and there is variation from centre to centre. To find examples of activities and excursions for individual centres, please visit the links in the centre information section below.



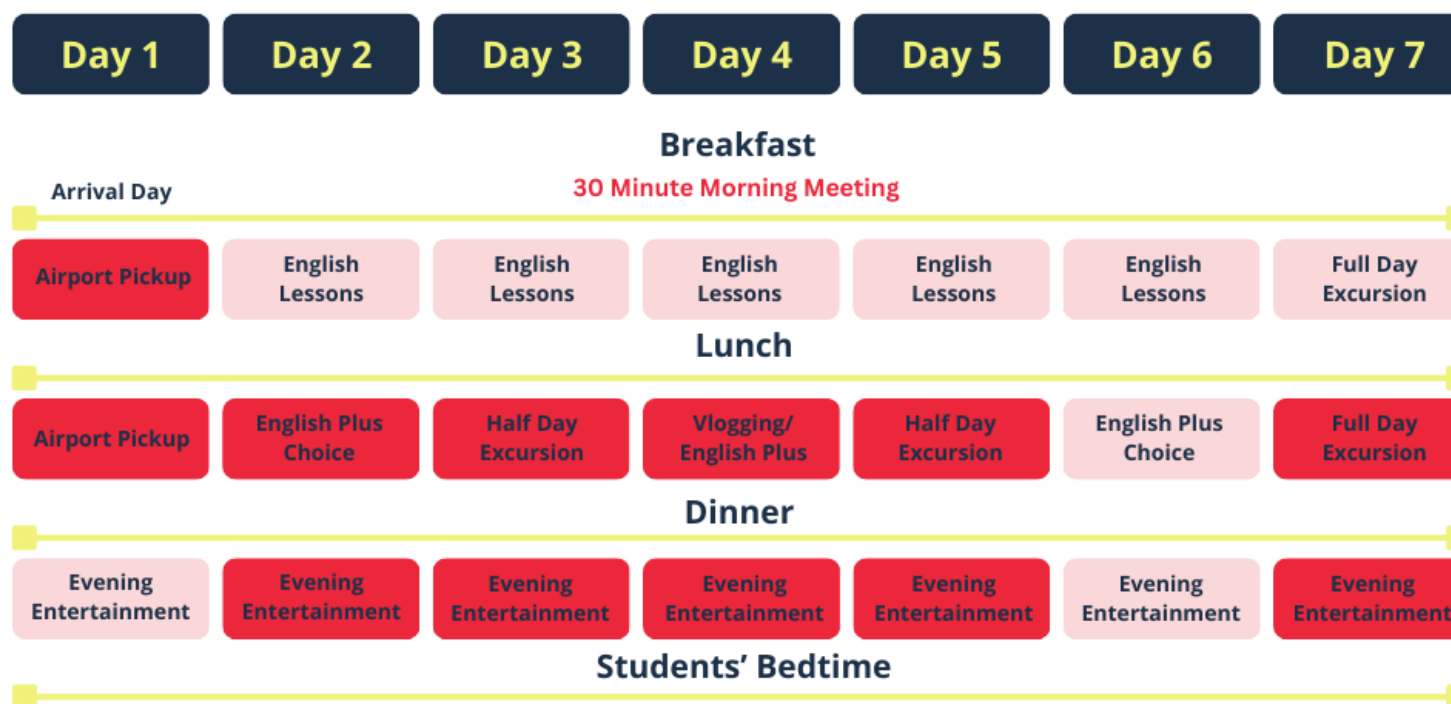
*English Plus Choice: English plus Drama, Intensive English, Multi-Activity, Dance, Football or Leadership and Life skills.



Sample Rota (Non Zig Zag Centre)

The **red areas** show a sample working week of an Activity Leader in a non-zig zag centre.

This rota is simply an example and there is variation from centre to centre. To find examples of activities and excursions for individual centres, please visit the links in the centre information section below.



*English Plus Choice: English plus Drama, Intensive English, Multi-Activity, Dance, Football or Leadership and Life skills.



Available Centres

You will also need to attend in-person company and role specific induction prior to starting your contract. Specific dates and times will be set closer to the time. Induction is paid and will start a few days before the official centre opening dates.

-  Clifton College, Bristol (8th July – 19th August 2025)
-  Dean Close School, Cheltenham (2nd July – 13th August 2025)
-  Queenswood School, Hatfield (7th July – 4th August 2025)
-  Queen Anne's School, Reading (6th July – 10th August 2025)
-  Chetham's School, Manchester (6th July – 3rd August 2025)
-  Reaseheath College, Nantwich (4th July – 1st August 2025)
-  University of Portsmouth (7th July – 4th August 2025)
-  St Swithun's School, Winchester (13th July – 10th August 2025)
-  Bootham School, York (7th July – 4th August 2025)

Join Us!

As an Activity Leader at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

Ready to inspire? [Click here to apply!](#)

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.