



## London 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 a London Activity Leader, you will be responsible for delivering engaging and safe activities and excursions in collaboration with the Excursion and Activity Manager and Activity Coordinator. By fostering an inclusive and fun environment, you will help students make the most of their time in London, creating memorable experiences that align with UKLC's mission to Educate, Inspire and Enrich.

## 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

- ✓ Attend 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 key times such as mealtimes and evening activities for residential students as required.
- ✓ Maintain and manage activity equipment, ensuring it is prepared before and returned after sessions.
- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Support the Excursion and Activity Manager and Activity Coordinator in the preparation and delivery of all excursions and activities.
- ✓ Deliver an engaging programme of excursions and activities and ensure that the students are involved and enthusiastic.
- ✓ Support the Excursion and Activity Manager and Activity Coordinator in the smooth delivery of the activity programme.



### **Teamwork and Communication**

- ✓ Participate in daily team meetings to share updates and receive guidance.
- ✓ Act as a point of contact for students and group leaders, addressing any queries effectively.
- ✓ Work with the team and group leaders to maintain team and student discipline.

### **Feedback and Administration**

- ✓ Feedback regularly to the Activity Coordinator and Excursion and Activity Manager.
- ✓ Deal quickly and effectively with student and group leader queries regarding excursions and activities.
- ✓ Read, understand and sign off to all risk assessments for excursions.
- ✓ Help maintain activity noticeboards and other communication tools.
- ✓ Provide regular feedback to the Excursion and Activity Manager and Activity Coordinator.
- ✓ Maintain accident and damage records.
- ✓ Complete end-of-contract feedback to support future programme improvements.

### **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.
- ✓ Ensure compliance with all health and safety standards, including completing and adhering to risk assessments.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Dress appropriately at all times.
- ✓ Maintain professionalism in all interactions, upholding UKLC's values and reputation.



### **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**

- 8:45am-1:30pm (including a 1.5 hour unpaid break)
- 2pm – 6:45pm (including a 1.5 hour unpaid break)
- 7:30 – 11pm

### **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.
- ✓ Confidence navigating the London Underground.

### 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 London.

### 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).






## 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.

 King's College, London (30<sup>th</sup> June – 25<sup>th</sup> August 2025)

 Queen Mary University London (22<sup>nd</sup> June – 24<sup>th</sup> August 2025)

### Join Us!

As a London 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.