



Sport and Activity Instructor

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 Sport and Activity Instructor, you will support the planning and delivery of a fun and safe sports and activity programme. Working closely with the Sport Coordinator, you will create an engaging environment that fosters teamwork, skill-building, and enjoyment for students of all abilities.

Please note that we have some specialist 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.

Job Description

Contract Type: Fixed Term

Reporting to: Excursion and Activity Manager and Sport Coordinator.

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

Pre-Summer Preparation

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

Summer Sport and Activity 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.
- ✓ Deliver engaging sports and activity sessions tailored to students of varying abilities.
- ✓ Maintain a safe and inclusive environment where all participants feel supported and motivated.
- ✓ Collaborate with the Sport Coordinator and Excursion and Activity Manager to ensure seamless programme delivery.
- ✓ Ensure all sports equipment is well-maintained and returned after use.
- ✓ Supervise mealtimes (and lights-out for residential team) as required.



Teamwork and Communication

- ✓ Support Activity Leaders and other team members during excursions as required.
- ✓ Participate in daily team meetings to align on schedules and share feedback.
- ✓ Act as a point of contact for students and group leaders, addressing any questions or concerns about the programme.
- ✓ Work with the team and group leaders to maintain team and student discipline.

Feedback and Administration

- ✓ Deal quickly and effectively with student and group leader queries regarding sports and activities.
- ✓ Provide regular feedback to the Excursion and Activity Manager and Sport Coordinator.
- ✓ Help to maintain activity noticeboards and other communication tools.
- ✓ Maintain accident and damage records.
- ✓ Complete an end-of-contract feedback report 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.
- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Read, understand and sign off to all risk assessments for excursions.
- ✓ Ensure all activities comply with health and safety standards, including completing and adhering to risk assessments.
- ✓ Maintain professionalism in all interactions with students, the team, and group leaders.
- ✓ Dress appropriately at all times.



Working Hours

A Sport and Activity Instructor 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, sports and activities take place at weekends and it will be necessary for SAs to work on six consecutive days.

Session Breakdown

- 8:30 – 9am Daily Meeting
- 9-12:30pm (including a half-hour unpaid break)
- 2 – 5:30pm (including a half-hour unpaid break)
- 7:30 – 11pm (including a half-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 coaching sports or 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

- 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

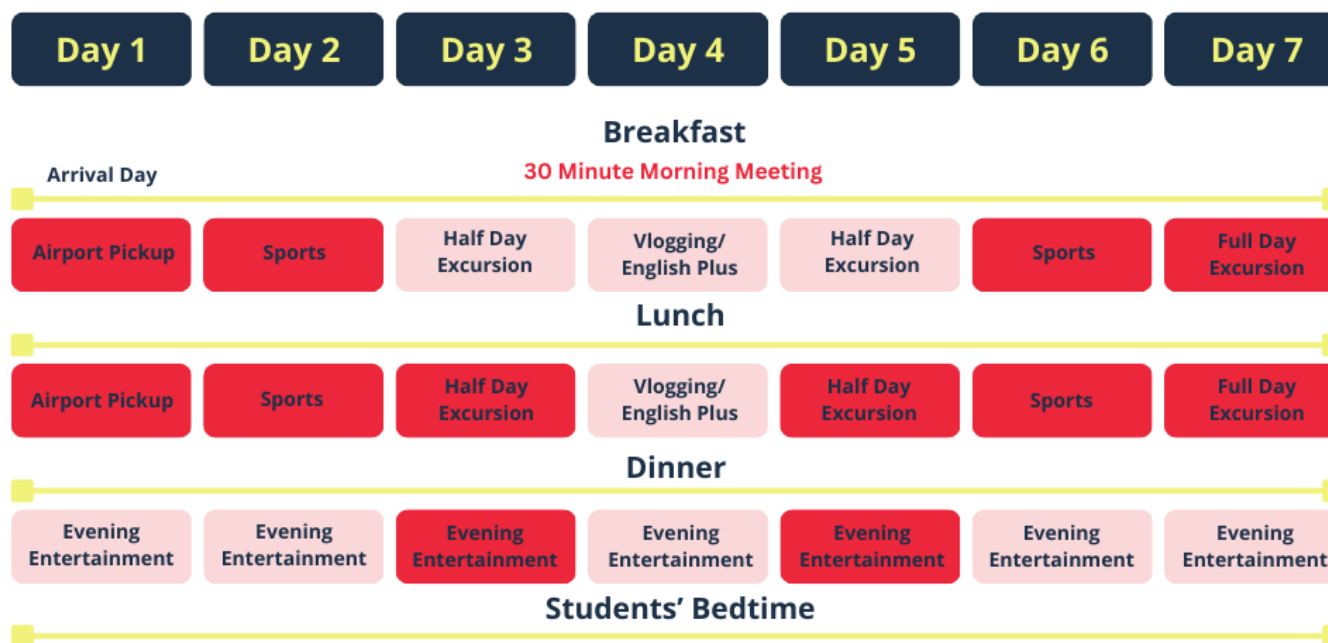
- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



Sample Rota (Zig Zag Centre)

The **red areas** show a sample working week of a Sport and Activity Instructor 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.



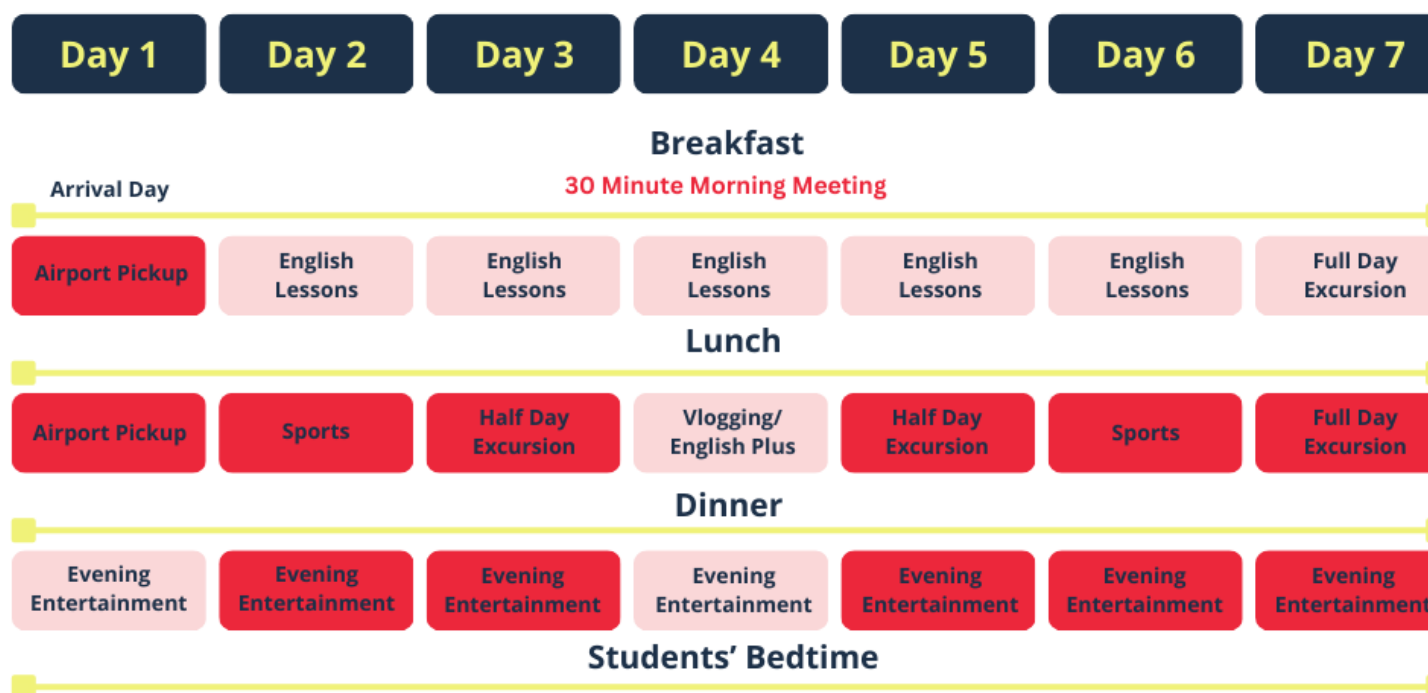
*English Plus Choice: English plus Drama, Intensive English, Multi-Activity, Dance, Football or Leadership and Life skills.



Sample Rota (Non Zig Zag Centre)

The **red areas** show a sample working week of a Sport and Activity Instructor 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 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 a Sport and Activity Instructor 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.