

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 8-18 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. You'll create a safe, supportive environment where students can grow their skills, build confidence, and make lasting connections.

We also have non-residential Performing Arts and Football Specialist positions available at some centres.

If you have the relevant experience and 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 Activity Coordinator.

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

Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

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 as required.
- Collaborate with the Excursion and Activity Manager and Activity Coordinator to deliver an inclusive programme of activities.
- Ensure all equipment is well-maintained and returned after use.
- 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.

Feedback and Administration

- 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.

- 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.
- Read, understand and sign off to all risk assessments for excursions and activities.
- Submit end-of-contract feedback to support programme 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 and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of UKLC at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Act as a positive role model, promoting UKLC's values at all times.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

Working Hours

- 24 sessions per fortnight based on a six-day working week.
- A session is approximately three and a half hours. This would be an activity session, an evening activity or a half-day excursion. A full-day excursion is two sessions.

- If a session is 3-hours or more in length, you will get a half hour break (or two fifteen-minute breaks).
- 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 – 10:30pm (including a half an hour unpaid break if the evening activity is three hours or more)

Salary and Benefits

- Full-board accommodation is provided for residential team members. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.
- Residential weekly salary (including holiday pay) of £521.13 (18 – 20 year olds)/ £607.42 (21+).

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.

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working with young people in summer schools or similar settings. 	
Qualifications	<ul style="list-style-type: none"> • National Governing Body Sports qualifications and/or PGCE in Physical Education. 	<ul style="list-style-type: none"> • Lifeguard qualification. • Relevant First Aid qualification. • Qualifications/experience in related subjects such as drama, sports and music etc
Skills and Knowledge	<ul style="list-style-type: none"> • Committed to ensuring the safety of students. 	<ul style="list-style-type: none"> • Knowledge of the local area.
Personal Qualities	<ul style="list-style-type: none"> • Adaptability and flexibility. • Boundless energy and enthusiasm. • Excellent communication and motivational skills. • Willingness to learn and adopt new teaching methods. 	
Legal requirements	<ul style="list-style-type: none"> • Full right to work in the UK. 	
Safer Recruitment Checks	<ul style="list-style-type: none"> • Minimum of 2 reference checks. • Enhanced DBS Check. 	

- Overseas Police Check (if applicable).
- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable)

Available Centres

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Bristol	<u>Clifton College</u>	7 th July	18 th August
Cheltenham	<u>Dean Close School</u>	8 th July	19 th August
Crewe	<u>Cheshire Campus</u>	14 th June	9 th August
Hatfield	<u>Queenswood School</u>	6 th July	3 rd August
London	<u>King's College (Waterloo Campus)</u>	6 th July	31 st August
London	<u>Queen Mary University London</u>	21 st June	23 rd August
Manchester	<u>Chetham's School</u>	6 th July	3 rd August
Nantwich	<u>Reaseheath College</u>	3 rd July	31 st July
Portsmouth	<u>University of Portsmouth</u>	1 st July	29 th July
Reading	<u>Queen Anne's School</u>	5 th July	9 th August
Winchester	<u>St Swithun's School</u>	13 th July	10 th August
York	<u>Bootham School</u>	5 th July	2 nd August

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer as part of UKLC's activity team from some of our previous summer teams!