

## 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 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 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 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 and ensure the safety and welfare of students at all times.
- Supervise mealtimes as required.
- Maintain and manage equipment, ensuring it is prepared before and returned after sessions.
- Support the Excursion and Activity Manager and Activity Coordinator in the preparation and smooth delivery of all excursions and activities.
- Deliver an engaging programme of excursions and activities and ensure that the students are involved and enthusiastic.

### **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 and the information on AirManual.
- 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.
- Maintain the good name and reputation of UKLC 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 excursion or evening activity. 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.
- Excursions 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)
- 7:30pm – 11pm (including a half-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
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with young people in summer schools or similar settings.</li> <li>• Confidence navigating the London Underground.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• National Governing Body Sports qualifications and/or PGCE in Physical Education.</li> </ul>	<ul style="list-style-type: none"> <li>• Lifeguard qualification.</li> <li>• Relevant First Aid qualification.</li> <li>• Qualifications/experience in related subjects such as drama, sports and music etc</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Committed to ensuring the safety of students.</li> <li>• Knowledge of London.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptability and flexibility.</li> <li>• Boundless energy and enthusiasm.</li> <li>• Excellent communication and motivational skills.</li> <li>• Willingness to learn and adopt new teaching methods.</li> </ul>	
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• Full right to work in the UK.</li> </ul>	

<p><b>Safer Recruitment Checks</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 2 reference checks.</li> <li>• Enhanced DBS Check.</li> <li>• Overseas Police Check (if applicable).</li> <li>• Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.</li> <li>• We will seek to run Prohibited List Checks (if applicable)</li> </ul>	
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## 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
London	<a href="#"><u>King's College (Waterloo Campus)</u></a>	6 <sup>th</sup> July	31 <sup>st</sup> August
London	<a href="#"><u>Queen Mary University London</u></a>	21 <sup>st</sup> June	23 <sup>rd</sup> 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!