

## 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 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 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.

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](mailto: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 an online pre-summer training session and in-person inductions.

- Attend the team induction and assist with centre setup.

### **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 equipment is well-maintained and returned after use.
- Supervise mealtimes as required.

### **Teamwork and Communication**

- Support the wider activity team, working collaboratively to achieve a seamless programme.
- Attend daily team meetings to provide updates and receive guidance.
- 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 student discipline.
- Assist Activity Leaders with delivering evening activities and excursions.

### **Feedback and Administration**

- Deal quickly and effectively with student and group leader queries regarding sports and activities.
- Ensure students and group leaders are informed about the timetable and feel encouraged to participate.

- Provide feedback to the Sport Coordinator and Excursion and Activity Manager.
- Help to maintain activity noticeboards and other communication tools.
- Maintain accident and damage records.
- 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 a sport 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, sports and activities take place at weekends and it will be necessary for Sport and Activity Instructors 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 - 10:30pm (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) ranges from £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 coaching sports or working with young people in summer schools or similar settings.</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> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local area.</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>	
<b>Safer Recruitment Checks</b>	<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> </ul>	

- 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	<a href="#"><u>Clifton College</u></a>	7 <sup>th</sup> July	18 <sup>th</sup> August
Cheltenham	<a href="#"><u>Dean Close School</u></a>	8 <sup>th</sup> July	19 <sup>th</sup> August
Crewe	<a href="#"><u>Cheshire Campus</u></a>	14 <sup>th</sup> June	9 <sup>th</sup> August
Hatfield	<a href="#"><u>Queenswood School</u></a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
Manchester	<a href="#"><u>Chetham's School</u></a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
Nantwich	<a href="#"><u>Reaseheath College</u></a>	3 <sup>rd</sup> July	31 <sup>st</sup> July
Portsmouth	<a href="#"><u>University of Portsmouth</u></a>	1 <sup>st</sup> July	29 <sup>th</sup> July
Reading	<a href="#"><u>Queen Anne's School</u></a>	5 <sup>th</sup> July	9 <sup>th</sup> August
Winchester	<a href="#"><u>St Swithun's School</u></a>	13 <sup>th</sup> July	10 <sup>th</sup> August
York	<a href="#"><u>Bootham School</u></a>	5 <sup>th</sup> July	2 <sup>nd</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.