



## Activity Leader

**To apply, please complete the application form [here!](#)**

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate, Inspire, and Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As an Activity Leader, you will support the delivery of the Wycombe Abbey Summer Programme's sports, activities, excursions and pastoral care, ensuring every session is fun, inclusive, and safe. This role is vital in creating a positive environment where students feel engaged and the Wycombe Abbey Summer Programme's mission is consistently delivered.

## Job Description

**Contract Type:** Fixed Term

**Reporting to:** Excursion and Activity Manager

**Opportunity for Progression:** 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 Delivery**

- Meet and greet students at the airport and accompany them to the centre as required.
- Lead excursions, activities and sports sessions when required and ensure the safety and welfare of students at all times.
- Supervise mealtimes, House Socials and lights-out as required.
- Collaborate with the Excursion and Activity Manager and Activity Coordinator to deliver an inclusive programme of activities.
- Maintain and organise activity equipment, ensuring everything is ready before and after sessions.
- 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.
- Deliver engaging and varied sports or arts and crafts sessions as required.
- Work with the team and group leaders to maintain student discipline.

## **Student Support**

- Act as a key point of contact for students, addressing activity-related queries promptly and effectively.
- Ensure students and group leaders are informed about the timetable and feel encouraged to participate.

## **Summer Feedback and Admin Tasks**

- Provide feedback to the Activity Coordinator and Excursion and Activity Manager.
- Maintain accident and damage records.



# WYCOMBE ABBEY SUMMER PROGRAMME

- Assist with maintaining noticeboards and keeping activity-related records up to date.
- Complete end-of-contract feedback to support continuous improvement.

## Safeguarding Responsibilities

- UKLC and Wycombe Abbey School are 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 role information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of UKLC and Wycombe Abbey School 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

An Activity Leader is required to work 42.5 hours per week based on a six-day working week. Activity Leader sessions may be an afternoon activity, an afternoon of student support, an evening activity, a half-day excursion or a full-day excursion.

Airport transfers may be included in an Activity Leader's rota and their duration may vary. In most centres, excursions and activities also take place at



weekends and it will be necessary for Activity Leaders to work on six consecutive days.

### **Session Breakdown**

- 9:00am – 6:00pm: Full Day Excursion (morning and afternoon)
- 2:00pm – 6:00pm: Half Day Excursion (afternoon session)
- 12:30pm – 10:30pm: Full Day Excursion (afternoon and evening)
- 1pm – 4:45pm: Afternoon Student Support Session
- 4:45pm – 6:00pm: Afternoon Session
- 8:00pm – 10:30pm: Evening Session

### **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.
- Weekly salary (including holiday pay) is from £521.12 (18 – 20 year olds) to £607.42 (over 21s).
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

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.



<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working with young people in summer schools or similar settings.</li></ul>	<ul style="list-style-type: none"><li>• Experience with English learners.</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></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Strong communication and interpersonal skills.</li><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>• Energy and enthusiasm</li><li>• Ability to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Enthusiastic and able to enthuse others</li><li>• Able to make decisions and show initiative.</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).

### Sample Week

An activity leader will work over six days, meaning that weekend shifts are required. These programmes below are simply examples and timings may vary.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Week 1</b>	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	09:00 - 10:00	<b>Arrival</b>  Registration between 14:00 and 17:00 with hourly site tour. Light activities during the afternoon. Evening of unpacking and getting to know each other.	Lesson	Lesson	Oxford Tour with colleges and museums	Lesson	London: London Eye, Walking tour and the British Museum	Lesson
	10:00 - 10:15		Tea Break	Tea Break		Tea Break		Tea Break
	10:15 - 11:15		Lesson	Lesson		Lesson		Lesson
	11:15 - 11:30		Break	Break		Break		Break
	11:30 - 12:30		Lesson	Lesson		Lesson		Lesson
	12:30 - 13:30		Lunch	Lunch		Lunch		Lunch
	14:00 - 15:00		Elective	Elective		Elective		Elective
	15:00 - 15:15		Tea Break	Tea Break		Tea Break		Tea Break
	15:15 - 16:15		Elective	Elective		Elective		Elective
	16:15 - 16:45		Break	Break		Break		Break
	16:45 - 18:00		Sports & Activities	Sports & Activities		Sports & Activities		Sports & Activities
	18:00 - 18:30		Free Time	Free Time		Free Time		Free Time
	18:30 - 19:30		Dinner	Dinner		Dinner		Dinner
19:30 - 21:00	Speed Meeting	Cinema Visit	Paparazzi	Oscars Night	British Sports	Puzzles & Challenges	Karaoke	
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time	



# WYCOMBE ABBEY SUMMER PROGRAMME

		Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Week 2	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Cambridge tour with King's College	Breakfast	<b>Departure</b>  Between 9am and 12pm. See you in 2027!
	09:00 - 10:00	Lesson	Lesson	Extra Rest	Lesson		Lesson	
	10:00 - 10:15	Tea Break	Tea Break		Tea Break		Tea Break	
	10:15 - 11:15	Lesson	Lesson	Lesson	Lesson		Lesson	
	11:15 - 11:30	Break	Tea Break	Break	Break		Break	
	11:30 - 12:30	Lesson	Lesson	Lesson	Lesson		Lesson	
	12:30 - 13:30	Lunch	National Gallery, Dinner out and West End theatre show	Lunch	Lunch		Lunch	
	14:00 - 15:00	Elective		Lesson (13:45 -	Elective		Elective	
	15:00 - 15:15	Tea Break		Tea Break (30	Tea Break		Tea Break	
	15:15 - 16:15	Elective		Elective	Elective		Elective	
	16:15 - 16:45	Break		Break	Break		Break	
	16:45 - 18:00	Sports & Activities		Elective	Sports & Activities		Sports & Activities	
	18:00 - 18:30	Free Time		Free Time	Free Time		Free Time	
	18:30 - 19:30	Dinner		Dinner	Dinner		Dinner	
19:30 - 21:00	Red vs Blue	Bowling		Around The World	Quiz Night	Talent Show		
21:00 - 22:00	House Time	House Time		House Time	House Time	House Time		

## Available Dates

- 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.
- Wycombe Abbey Summer School is running from 6<sup>th</sup> July – 17<sup>th</sup> August 2026 at Wycombe Abbey School in High Wycombe.



# WYCOMBE ABBEY SUMMER PROGRAMME

**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.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!