

JOB DESCRIPTION: ACTIVITY LEADER

Requirement:

A skilled and personable person who can lead and motivate sports/activities to children aged 12 – 18
Relevant teaching experience would be an advantage, but not necessary

MAIN DUTIES:

- To plan or implement a programme of sports/activity lesson to include; skills, materials, creative practice and projects. The programme should be enjoyable and aim to build students' knowledge and confidence.
- Programme to run on a weekly cycle, to accommodate arrival/departure of students at the start / end of each week (where necessary). Expect to run 5 sessions per week, each session lasting 2.5 hours (pm only). The programme must be run on all 5 days, however, weather permitting the activity will have to be changed at short notice, this must be reported if this is the case. The programme should be flexible in this respect.
- The sessions should engage students in the age range 12 – 18 with English levels ranging from Beginner to Upper-Intermediate.
- All students should be encouraged and enabled to participate fully in the sessions, via appropriate differentiation of delivery and tasks.
- Each session should include breaks and rest periods, to ensure students have enough energy to engage properly.
- To draw-up a list of equipment and materials required for the programme, within an agreed budget.
'Shopping lists' should be given to the Director of Activities for purchasing well in advance of each session.
- To deliver the sessions with safety as per risk assessment as a number one priority. Any potential risks should be formally assessed and cleared by the Director of Activities in advance.
- To set-up and clear-up before and after each session, so that equipment and facilities are kept in good condition.
- To ensure students wear appropriate clothing or covering garments for the activities being undertaken, clothes are not damaged.
- To manage staff assisting with the activities where applicable, to ensure they can fully engage with the session and offer effective support to the teacher and instruction to the students.

PRINCIPLES OF THE ROLE:

- To behave in a professional and committed manner, setting an outstanding example to our students, aged 12-18.
- To have a strong sense of responsibility, with a constant awareness of the need to ensure the safety and wellbeing of the children in your care.
- To assimilate verbal and written instructions precisely and work autonomously and efficiently in response.
- To have energy and enthusiasm; to give the best to everything you do.
- To have a flexible and 'can do' approach to work; you will need to be proactive, energetic and motivated.