



### Job Description

Job Title: Activity Leader  
Department: Stonyhurst Commercial  
Line Manager: Director of Activities

#### **Key Tasks and Responsibilities:**

1. To prepare and lead morning, afternoon activity and evening entertainment sessions as part of the summer school social programme, ensuring high standards are maintained in delivering the activity and entertainment programme.
2. To begin and end sessions on time.
3. To ensure, as far as possible, that students participate, enjoy their activities and entertainment, and maintain personal and student punctuality.
4. To supervise students with great care and attention both during activities and entertainments and whilst on excursions.
5. To act in a responsible, decorous, and sensitive manner amongst both colleagues and children, while on and off duty for the duration of the course, and on the school grounds at all times.
6. To complete and keep up to date the administrative paperwork as necessary (end of course reports, activity registers, incident reports).
7. To participate in the Appraisal Scheme, be observed while on duty by a member of the SMT and engage in subsequent discussions during and at the end of the course.
8. To attend meetings arranged by the Course Director or Director of Activities.
9. To ensure that the necessary equipment is safely set up, used and removed, and is safely replaced according to the instructions in the Activities Handbook.
10. To ensure that College spaces are left clean and tidy and as they were found at the end of each session.
11. To prepare, organise and lead, as part of a joint task with another Activity Leader, at least one evening entertainment per two-week course.
12. To assist in the delivery of the entertainment programme and to be mindful and diligent in the supervision of children at all times.
13. Take part in the end of course 'Talent Show' as part of a staff ensemble.

The care and welfare of students is a responsibility of all staff. You will have a 'duty of care' while you are on and off duty for the duration of your contract.

#### **Welfare Duties:**

1. To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the Staff Handbook.
2. To have undertaken Stonyhurst Safeguarding Training during Staff Inset, as provided by Stonyhurst College.

3. To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook, and to have particular responsibility for the safety of students participating in the activity programme.
4. To carry out a number of overnight duties throughout the course.
5. To wear staff ID's and Summer School clothing when on duty.

#### **Excursion Duties:**

1. To work as part of a team to ensure the safe and successful delivery of the excursions.
2. To be responsible for a group of students and ensure regular checks and registrations.
3. To be aware of students' medical conditions.

#### **General Duties:**

1. To participate in the Induction Course prior to the opening of the summer programme.
2. To be a member of the airport transfer/school reception teams.
3. Duties will include leading activities, working with and supporting colleagues, supervising breaks, excursions, evening entertainment/activities and overnight boarding duties, including wake up.
4. There will be a free day each week incorporated into the timetable for all Activity Leaders.

### **Person Specification**

#### **Essential:**

1. To be committed to the safeguarding and welfare of children and young people
2. To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals set out in the Mission Statement
3. To enjoy working with young people
4. To have excellent organisational skills
5. To have good time management skills and be able to prioritise tasks
6. To have good communication skills, written and verbal
7. To be able to build positive professional relationships with colleagues
8. To have the ability to be a team player but also be able to use own initiative when necessary
9. To be discreet, tactful, approachable and diplomatic
10. To be flexible and adaptable to the operational needs of the Summer School