



Heathfield Summer Courses Job Description

JOB TITLE	Activity Leader
REPORTING TO	Summer School Activity Coordinators and Summer Camp Manager
KEY PURPOSE OF THE JOB	To lead various sizes of groups in a range of sports and extracurricular activities and on occasion excursions, maintaining a supervisory role at all times, creating and managing an excellent learning experience.
WRITTEN BY	John Endean
DATE	10 January 2025

KEY ACCOUNTABILITIES

The **Heathfield Summer School** Activity Leader is:

1. Sports, Activities and Academies: To lead and instruct several sessions a week in a variety of sports, enabling our Summer School and summer camp girls to experience new sports and well-known sports. To manage and referee games and other activities in sport. To hold and supervise a number of specific activities, maintaining authority but ensuring it is informative and fun, to enable students to experience the wider side of English life. To lead all activity sessions positively, competently, professionally, and safely in order to provide a first-class activity programme for all our students.

2. Excursion Leader: To lead or assist groups on excursions, enthusing participants with prior knowledge and interesting facts, and sustaining an informative and educational experience which students will enjoy and remember. To deliver an outstanding cultural and highly tangible experience for all participants.

3. Arrivals/Departures and Airport Transfers: required to assist on arrival and departure days when on duty and as and when necessary, including duties to welcome the girls, escort to rooms, entertain new arrivals, assist at mealtimes and, in agreement with Director, assist with airport duties and transfers.

4. Managing Daily Plan: To implement and manage the daily routine, in accordance with the Activity and Academy Coordinator's instructions, ensuring the activities are delivered in line with the daily timetable and to uphold the smooth and professional running of the course.

5. Pastoral Care: To be sensitive to the needs of all students, at all times focussing on 'their' experience in order to create a positive and memorable environment for students and accompanying staff. To constantly be mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Director or Deputy Director of any concerns.

6. Foreign relations: To ensure relationships with visiting agents and any parent is always professional and courteous, and that Heathfield School is constantly promoted in a positive light with third parties.

7. Health and Safety / Risk Assessments: To undertake daily facility checks and equipment checks to ensure facilities are kept tidy and safe and all equipment and materials are maintained in a safe and useable manner. To read and understand the relevant risk assessment for all sports or activities sessions, language activity or excursion in which you are involved in, to ensure students' safety at all times.

8. Other Duties: To undertake other in-house tasks, when reasonably required by the Director and Deputy Director of Heathfield Summer Courses and to ensure that the school runs smoothly and efficiently and that all commitments of the programme are delivered.





KEY PERFORMANCE INDICATORS FOR ACCOUNTABILITIES

To ensure the accountabilities, above, are being met, check that:

- 1. Sports, Activities and Academies:** Sport sessions result in positive feedback. Students have a clearer understanding of rules (than when they started) and have participated to the best of their ability. Activities have always been conducted with enthusiasm. Students learn new and develop existing skills, have fun, feel included, motivated and challenged, are able to practise their English and most importantly, are supervised and kept safe.
- 2. Excursion Leader.** Excursions have been led at all times with the recognition that it is the very first time the students have seen the location. Enthusiasm has been kept up throughout. The day has been filled with interesting facts, great sights and sounds, and students have all been engaged in the educational experience.
- 3. Arrivals/Departures and Airport Transfers:** All girls arriving have been met with enthusiasm and a very warm welcome. All girls feel safe and well cared for, questions answered with help and support offered continually and consistently. Airport duties have been fulfilled with professionalism. Girls departing have had a positive send off and have been made to feel special.
- 4. Managing Daily Plan:** Activities have all been executed with high levels of engagement and energy. Time keeping has been accurate and attention-to-detail observed at all times.
- 5. Pastoral Care:** Care and consideration is shown to individuals and the group as a whole. The experience of staying at Heathfield Summer School is as enjoyable as possible. Each individual's needs are balanced appropriately with the needs of the group as a whole. Staff presence around Heathfield School is strong; any concerns are acted upon, logged and followed up. A friendly but professional staff-student relationship is maintained at all times. Agents and parents (if applicable) are able to report pastoral care as excellent and appropriate.
- 6. Foreign Relations:** Attitude towards all foreign nationals, both students' parents and agents, is welcoming, courteous, helpful and approachable, and that assistance is provided whenever required.
- 7. Health and Safety / Risk Assessments:** Health and safety rules are scrupulously observed. Duties to ensure the safety and welfare of our visitors are carried out diligently, whilst ensuring that our service remains an outstanding experience for our guests. Risk assessments are read and understood well before each activity and excursion. Risk assessments are reviewed and updated in order to adapt to changing climate and surroundings.
- 8. Other Duties:** Approach to the job is flexible, supportive and reliable, and that initiative is used to ensure all areas of responsibility work well.

KEY DIMENSIONS IMPACTED BY THE JOB:

- Heathfield Summer School operates for 5 weeks in the summer. 6th July to 9th August 2025
- Heathfield Summer Camp operates from the 12th July to the 9th August 2025
- Summer School Student age range 8 – 17
- Summer Camp girls age range 7 – 15
- Summer School Expected enrolment - 150 girls, over 300 student weeks, over a 5-week period
- Summer Camp Expected enrolment – up to 200 girls over a 4-week period.
- Average Class size of 12 students for EFL lessons
- Academy and Activity session numbers vary depending on the Academy or Activity
- Summer School girls and Boarding Camp girls are in care of Heathfield Summer School 24-7





PERSON SPECIFICATION

Essential:

- Native/ near-native competence in English (written and spoken).
- Good educational background. A Levels, University Student, Graduate.
- Exceptional at working with and understanding children of differing ages and at least one year's teaching experience with young learners.
- Proficiency in time management
- Strong and demonstrable organisational skills.
- Excellent Communication skills.
- IT skills.
- Ability to multitask and work to deadlines.
- Sports enthusiast.
- Interest in the Arts, Music, Drama.

Desirable:

- An outstanding team leader and team player with the ability to instil confidence and motivate others.
- Energetic, enthusiastic, have a sense of humour and thrive in a lively atmosphere full of change and development.
- A strong awareness of Health and Safety, specifically as it relates to leading and managing activity sessions.
- Knowledge of destinations students visit during their time with us.
- First Aid Experience.
- Qualifications in any extra-curricular activity.
- Previous experience working with Young Learners and in summer school setting.
- Residential experience.
- Experience working with multicultural/multilingual groups.

KEY INTERFACES:

1. Director of Summer Courses
2. Deputy Director of Summer Courses
3. Summer School Activities and Academy Coordinator
4. Summer Camp Coordinator
5. Other staff of Heathfield School (particularly Catering, Cleaning and support staff)
6. Overseas Students
7. Agents, parents (and overseas group leaders, if applicable)
8. Coach Drivers of different companies
9. Attraction guides, operators and their staff





OPERATING ENVIRONMENT AND CONTEXT OF THE ROLE:

Heathfield Summer School offers students from overseas the opportunity to experience learning in a traditional English boarding school location, whilst improving their oral and written English and providing an insight into British culture.

Students are accommodated on site and thus are spared the merits and demerits of home-stay accommodation, but this adds to our challenge of keeping them gainfully occupied for longer than the normal school day.

Our operating environment is within the campus of Heathfield School and is generally perceived as a safe area. All personnel who work on the site around the school buildings have to hold an Enhanced DBS certificate. Heathfield Summer School and Camp's nucleus in the summer will be in the main school building. Meals are taken in the School Dining Hall, and our students will use all the sports facilities and other facilities available at Heathfield School. The whole of Heathfield School area is a no-smoking zone.

Whilst we place a strong emphasis on having a great time, this does not detract from the serious purpose of learning English in a British contextual environment, where idioms, accents, practices and attitudes are realistically experienced. Our service is provided to our young students, but our customers are their parents who pay the bills. It is thus vital that we constantly ensure that the students take home great memories, improved language, improved knowledge, and proof of their experience and progress. Moreover, it is essential that any visiting agents or parents (or group leaders, if applicable), who may not be English specialists, have a memorable visit and appreciate the advantages of their students/ children coming to Heathfield School.

Maintaining the strong reputation of Heathfield School is crucial to the continuing success and future development of Heathfield Summer Courses. The role requires energy, awareness and consideration. Every student, whether visiting as an individual or as part of a group, requires careful attention and must always be greeted and treated with abundant enthusiasm. Lessons, sports and activities must be instructive and fun. The schedule is busy and must run to tight timescales. Attention to detail, from timekeeping to pastoral care is fundamental at all times, as is effective team working to ensure the programme runs seamlessly and all pupils are encouraged to engage fully in each activity; the concept of "tell and they forget...involve and they remember" underpins the ethos of Heathfield Summer School and our tailoring towards the individual needs of the student.

All staff are considered ambassadors for the school, who excel in working in an ever-changing environment, striving to contribute to our shared objectives.



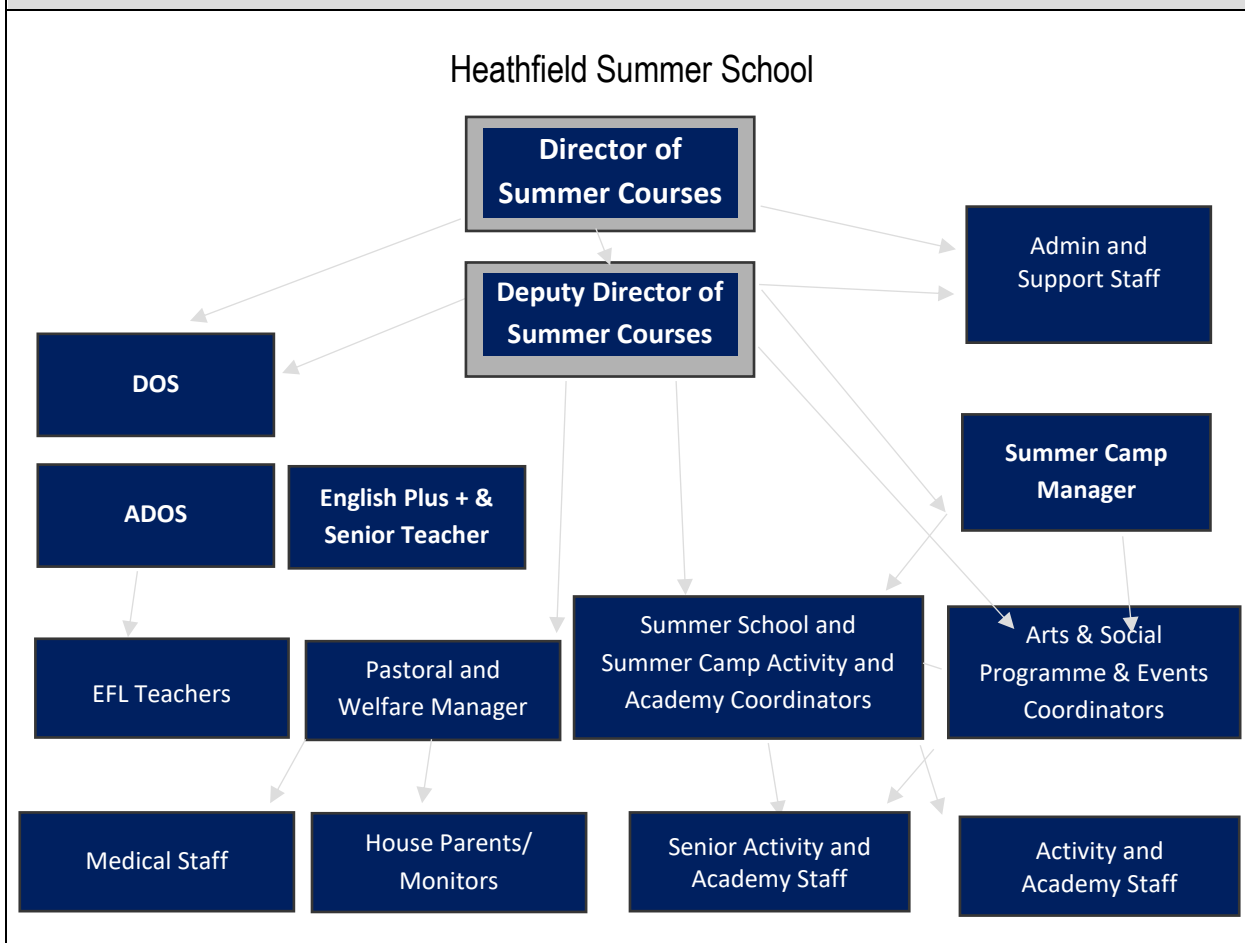


SAFEGUARDING:

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.


ORGANISATION CHART:





DELEGATED AUTHORITY:

There is no delegated authority for 'Activity Leaders' employed in our summer period, but it is expected that all 'Activity Leaders' use their own initiative when faced with minor issues or problems that may occur.

APPROVAL/ACKNOWLEDGEMENT:				Signature
Job Holder:	Name:		Date:	
	Job Title:			
Approved by Head of Summer School	Name:	J. Endean	Date:	
	Job Title:	Director of Summer Courses	January 2025	

