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## Senior Activity Leader (SAL)

### Job Description:

Senior Activity Leaders are responsible for promoting, organising and running activities and excursions, for small to medium centres. You will work closely with and under the guidance of the Centre Manager. You will take on the role of Activity Leader and manage a small team of Leaders as well as undertake administrative tasks as necessary. A social programme is prepared by Head Office and implemented by the Senior Activity Leader. Attendance of training days is essential.

Senior Activity Leader is a residential position and you are required to work up to a maximum of 48 hours a week over a six-day week, and all full-time staff receive one full day off per week.

You will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Please find the Declaration on the Job Offers page. Please note all references will be followed up.

UK Only - should your application be successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

### Main Responsibilities and Duties

#### - Administration

- To have read and understood the SAL and AL Manuals and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, you are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.

- Prepare a weekly roster for each individual leader detailing their personal schedule every two weeks. You will complete an overview, which will detail where each Activity Leader is assigned each week.

- Completion of the wage submissions for Activity Leaders per week to the accounts department Head Office. You will be trained to complete this form on the training day.

- Write a final report to be submitted to HO no later than five days after the closing of the centre.

#### - Welfare

- You must compile a rota for supervision and pastoral care\* in conjunction with the activities. All members of the residential staff have student welfare duties and must be included on this rota. This ensures all welfare duties are carried out in line with company policy. \*includes mealtimes, free-time both on and off campus and night time.

- Ensure that all MLI Health & Safety policies are implemented and monitored.

#### - The Activities Programme

- Play a large part in the Staff Induction Day, usually one or two days prior to the students' arrival. The SAL will provide training to Activity Leaders and Teachers (UK Only) in planning, organising and running on-site and off-site activities and excursions.

- Deliver a high quality activities and excursions programme. Consult with Group Leaders and other members of the activity team to improve the programme wherever possible, within guidelines set by Head Office.

- Ensure activities comply with British Council and English UK guidelines or ACELS Ireland (documents available on site).

- Manage, motivate and brief the activity team and oversee their designated tasks, referring any issues regarding teaching staff to the Director of Studies.

- Ensure a high level of student and staff participation in activities through motivation, organisation and supervision.

- Ensure that activities and excursions run according to MLI procedures and rules.

- Confirm all facilities and booking details with the centre and external suppliers.

- Control expenditure of the activities programme and report weekly to the Centre Manager.

- Ensure that MLI and its customers receive value for money from the activities programme, and that correct use is being made of the facilities and coaches.

- Required to take on the role of Activity Leader. Please read Activity Leader Job Description for further details.

- Establish and maintain open communication between the centre, clients, and Head Office.

- Represent MLI positively in all conversations with client, staff, and the host centre.

#### - Other Duties

- Assist with airport transfers and student arrivals and departures.

- Assist with centre administration as directed

- Assist in closing the centre and returning equipment.

- Additional duties as required.
- You will report to the CM and deputise for them on request.
- You must be flexible and willing to undertake tasks as directed.

Time allocated to each of these tasks will be at the discretion of the Centre Manager at the centre. You must be flexible and willing to undertake any task as directed. Attendance at the Training Days is essential two to three weeks prior to commencement.

### Essential Requirements

- Leaving Certificate
- Current and Fully Qualified Occupational First Aid Certificate
- Effectivemanagement skills
- Effective communicator
- Proven competence in leadership
- Enthusiasm
- Enjoy working with children and teenagers from different cultures
- Able to adapt quickly to change
- Smart personal appearance

### Desirable Requirements

- Previous experience of running an activity/leisure programme
- Proven competence in administration
- Computer literate
- Experience of working with children
- Previous Management/Activity Leader experience
- Previous summer school experience

- Relevant qualification e.g. sports coaching or drama

To apply for this position please fill out the Application Form

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