



international schools

MLI INTERNATIONAL SCHOOLS

About us

Here at MLI International Schools we run several Junior Summer Centres across the UK and Ireland. We are an experienced, British Council accredited organisation with over twenty-five years' experience in this business. We aim to give a positive, life enhancing experience to both our students and staff.

MLI currently operate 10 Summer centres throughout the UK and Ireland and we are continuing to expand year on year. We welcome over 5000 students in our centres in Edinburgh, Liverpool, Lancaster, London, Reading, Dublin, Galway and Limerick. We aim to deliver highly communicative English language tuition for young learners in which all the strands of the programme interconnect to create a dynamic overall experience.

The Activity Leader (AL) Position

We are looking for enthusiastic and fun-natured people to help run our activity and excursion programme. In your role, you will work in a team and lead our on-site activity and sport programme, as well as accompany students on local visits and excursions to places of interest. You must be highly motivated and be enthusiastic to engage with our students and help make their experience with us a great one!

The Activity Leader (AL) is responsible for the smooth and successful delivery of the activity programme, co-ordinated by the Activity Co-ordinator (ACO). The AL role is pivotal to; ensure the welfare of students, To motivate students during activities and to run all activities are a high standard.

All Activity Leaders must have read and understood the MLI policies and procedures 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 are following school rules.

Main Responsibilities: Activities and Excursions

Prepare for all your activity and excursion sessions thoroughly. Preparation time can be considerable if you are to ensure the success of the timetabled session.

This involves:

- Having all equipment ready and set up before the students arrive.
- Delivering a fun, stimulating and safe activity/excursion programme for our students.
- Promoting the use of English Language at all times. Helping students experience British customs and culture.
- Reading and understanding relevant risk assessments prior to excursions and activities.
- Having considered all potential hazards concerning Health & Safety according to MLI guidelines, make necessary provisions to avoid accident.
- Assisting the centre management teams with groups arrival and departures.
- Welcome groups at the airport and escort them back to the centre. The ACO will provide you with all required information for airport picks in advance.



international schools

- Knowing necessary instructions/directions before session start time.
- Ensuring you have a list of students that are present in your session and maintain accurate registers of their attendance.
- Encouraging the involvement of students in activities and event, leading by example.
- Actively take part in sports and other activity sessions with students.
- Looking after the materials, equipment and ensure they are returned at the end of each activity.
- Make and uphold professional, appropriate relationships with fellow staff members, students, and group leaders.
- Researching excursion locations prior to taking student. Ensure you have any learning materials, or entrance vouchers etc, you may need.
- Escorting groups on excursions and ensure the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay.
- Completing feedback forms on each session for the Activity Co-ordinator.
- Supervising and interacting with students and group leaders during meal times.

Welfare and Safeguarding

- Adhere to all MLI Safeguarding Policies.
- All members of the residential team have student welfare duties on a rota basis to assist in the programme of student supervision. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy.
- Supervision will include mealtimes, free-time both on and off campus and night time duties on a rota basis.
- At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the rules.
- Complete safeguarding Level 1 basic awareness training online.
- Attend staff induction day(s)
- Liaise with the ACO to confirm the rota for supervision and pastoral care.

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 to Head Office.
- Additional duties as required.



Legal requirements: Eligible to work in the UK & Aged 18 years and over.	
Essential:	Desirable:
Ability to motivate, inspire and enjoys working with large groups of children/teenagers	Previous experience working with children/teenagers
Excellent communication skills and excellent level of fluency in English	Competent sports person with excellent knowledge of rules and organisation of sports/games
Enthusiasm and to be a team player	Occupational First Aid Qualification
Excellent organisation skills, including multitasking and	Previous EFL summer school experience
Ability to work in a high-pressure environment	Experience and interest in related subjects e.g. sports, drama, arts and crafts etc.
Responsible with the welfare of others	Lifeguard/Coaching Qualification
Flexible and able to adapt	Experience visiting and guiding in large cities
Smart and Tidy appearance	Can travel to centre (residential positions are available)

MLI International Schools is fully committed to the safety of the children who take part in our programmes. All contracted staff are asked to complete DBS or PVG check and all applicants are required to provide two references. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. You will need to explain any gaps in your CV. Evidence of eligibility to work in the UK must be provided at interview stage. Apart from in exceptional circumstances, the employee will be responsible for the cost of a DBS/PVG check.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.