



Job Profile

Job title	Activity Leader		
Division/dept	UK EFL		
Working hours	0 - 40 hours per week including weekend and evening work	Start date	
Annual leave		Contract	Zero Hours
Reports to	School Principal	Location	OIEG UK schools
Salary	£13.40 per hour + holiday pay	Bonus	-

Job purpose

Oxford International, Greenwich are recruiting for Activity Leaders. As an Activity Leader, you are an ambassador of the school with responsibility for transfers and excursions. This includes exciting activities that help students get to know London and meet other students from all around the world.

Activity Leaders also have the opportunity to get creative, by suggesting new activity ideas, workshops and places to visit!

We don't require any qualifications, just enthusiasm, charisma and an interest in working with young people from across the world. We have groups throughout the year, and we are looking for someone to start as soon as possible.

Initially, the role is offered on a part-time basis but for the right person can become a full-time position.

Main duties and responsibilities

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- Meet groups of students on arrival at the airport
- Be a positive role model for the students, providing a supportive and encouraging environment for each student to develop
- Being mindful of the health and safety of the students, every excursion, transfer or activity you lead will be delivered with energy and professionalism
- Having been briefed beforehand, you will guide students on cultural excursions to major cities in the UK
- Confidence and initiative are key feature to making sure every excursion is a success for our students
- Maintain suitable levels of student discipline, safety and welfare
- Under the guidance of the Groups Coordinator, plan and deliver a variety of on-site activities
- You will be given the chance to be creative, bringing new ideas you have and implementing these into the activity programme

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent • Willingly take part in all relevant training as required, such as fire marshal, Prevent, and safeguarding courses 	
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Be native or near native English - must be a proficient user of English 	Have a valid First Aid qualification
Experience and knowledge	<ul style="list-style-type: none"> • Thorough understanding of what makes a successful activity programme • Experience of working with students from a diversity of cultures • Experience planning and organising events 	<ul style="list-style-type: none"> • Knowledge of H&S regulations, risk assessments
Skills and abilities	<ul style="list-style-type: none"> • Have a flexible approach to your work, along with the ability to cope with changing priorities • Have the drive to work collaboratively and contribute to the team • Have a passion for and experience for working with children/teenagers in a formal or informal setting 	<ul style="list-style-type: none"> • Knowledge of a second language • First aid training
Personal qualities	<ul style="list-style-type: none"> • Adopts a highly professional approach to work • Adopts a collaborative approach to working • Resilient, flexible and responds positively to new challenges, seeking solutions • Strong cultural awareness and knowledge • Empathetic and able to deal with people from a range of nationalities and cultures • Acts with integrity at all times 	

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.