



## Job Profile

<b>Job title</b>	Activity Leader		
<b>Division/dept</b>	OIEG UK Schools		
<b>Working hours</b>	0 - 40 hours per week including weekend and evening work	<b>Start date</b>	
<b>Annual leave</b>	28 days including public holidays (pro rata)		
<b>Reports to</b>	Activity Management Team	<b>Location</b>	OIEG UK schools
<b>Salary</b>	£8.50 per hour		-
<b>Job purpose</b>			
To accompany groups of students (aged 10-18) on excursions and activities as part of their school programme.			

### Main duties and responsibilities

#### Activities and excursions

- Plan, create and lead activities with groups (up to 30) of students
- Guide students on cultural excursions, adapting the materials provided by Oxford International.
- Engage with students and Group Leaders throughout
- Collect students from airports and accompany them to their meeting point
- Accompany students on day 1 from their meeting point to the school
- Consult risk assessments before each activity

#### Student Welfare

- Supervise students on trips and at break times in the school
- Comply with the OIEG Child Safeguarding policy at all times
- Collaborate with the Group Leader and Activity Management Team to ensure the safety and welfare of all students

#### Other

- Respond to the needs of students and Group Leaders at all times, prioritising the safety and welfare of students
- Dress appropriately to the role at all time, including wearing the Oxford International AL uniform (T-shirt, hoody, jacket)
- Encourage students to use English to communicate
- Maintain proper levels of student discipline, safety and welfare
- Work with the Senior Management to help provide the best service possible to students and Group Leaders

### Person specification

	Essential	Desirable
<b>Statutory requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to live and work in in the UK</li> <li>• Undergo an Enhanced DBS disclosure check or overseas equivalent</li> </ul>	

	<ul style="list-style-type: none"> <li>• Complete online welfare and safeguarding training</li> <li>• Aged 18 years or over</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Native or near native level of English</li> </ul>	<ul style="list-style-type: none"> <li>• A-level or undergraduate degree</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of basic safeguarding and welfare of children (training provided)</li> <li>• Knowledge of how to co-ordinate groups of students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with non-native speakers of English</li> <li>• Experience of working with young adults and children</li> <li>• Experience of working with groups of people, delivering tours and/or training</li> <li>• Experience of working with students from a diversity of cultures</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Strong communication skills – you will always be leading groups of non-native speaking students on excursions</li> <li>• Great organisational skills with a proactive planning approach</li> <li>• Flexibility, adaptability and ability to cope with changing priorities</li> <li>• Ability to work as part of a larger team, and know when to take responsibility and be pro-active in engaging students</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Adopts a highly professional approach to work</li> <li>• Adopts a collaborative approach to working</li> <li>• Resilient, flexible and responds positively to new challenges, seeking solutions</li> <li>• Strong cultural awareness and knowledge</li> <li>• Empathetic and able to deal with people from a range of nationalities and cultures</li> <li>• Acts with integrity at all times</li> </ul>	

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.