



Summer 2024

Activity Leader (Drama)

Job Description

Job Title:	Activity Leader (Drama)
Organisation Name:	Brownlee Language International Summer Schools (BLISS)
Location:	Perthshire, Scotland or Yorkshire England
Department/Section:	Activities
Availability:	Must be available on 27 th & 28 th June 2024 for induction training. Start date: 30 th June for a duration of 2, 4 or 6 weeks, as agreed in advance.
Working Hours:	The post-holder may be required to work in excess of 48 hours per week. Evening and weekend work will be required. The working week is 6 days per week.
Reports to:	Head of Activities & Excursions (HoAE)
Salary:	Competitive. Dependent on length of contract and candidate experience.
Benefits:	Staff uniform
Training Provided:	<ol style="list-style-type: none">1. Child Protection Training.2. Summer School Induction.3. Continuous and regular development throughout the contract.4. PVG/DBS provided.

Background to the Role:	<p>This position is non-residential. It is a key position to the smooth running of the Summer School. Students will engage directly with the post-holder, so it is very important that you feel comfortable working with Summer School participants ranging in age from 8-17 years.</p> <p>We are looking to fill this post with someone who is confident as a leader and has empathy with learners. The post-holder must have a full understanding of the requirements for Child Protection and Safeguarding (training will be provided), knowing and understanding the distance that staff and students must maintain is crucial to this role. There cannot be any social media contact or any behaviour that contravenes our Child Protection and Safeguarding Policy.</p>
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	<p>The post-holder will design the syllabus and run the Drama activities of the Summer School day-to-day, assisted by Activities Assistants and will assist with weekend excursions arranged by the Head of Activities & Excursions (HoAE). Ideally, we are looking to recruit a member of staff that will join us in future summers.</p>
<p>Purpose of the Role:</p>	<ol style="list-style-type: none"> 1. To safeguard students above all else. 2. To be a point of contact for students. 3. To deliver high quality, enjoyable activities to students ranging in age from 8-17. 4. To provide feedback on the programme for the HoAE. 5. To ensure that all students have a home from home and are engaging with the activity schedule. 6. To assist with offsite excursions and afternoon activities. 7. Any other duties, as required.
<p>Key Tasks and Responsibilities:</p>	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks include but are not exclusive to the following:</p> <ol style="list-style-type: none"> 1. To design the syllabus for drama activities. 2. To be responsible for the running of drama activities. 3. To work closely with the HoAE. 4. To be prepared and ensure that students are fully prepared and have all the tools they need to participate in the activities. 5. To lead the drama activities, without supervision, and ensure that these run smoothly. 6. To ensure that BLISS Health & Safety policies are implemented. 7. To work in a team to ensure that students are participating in the schedule of activities, and offsite excursions, and maintain accurate registers of their attendance. 8. To be proactive in ensuring you have all up-to-date schedules and information you require to carry out your tasks. 9. To work in a team to ensure the students are fully informed of the schedule of events and

	<p>activities including any amendments to the schedule.</p> <p>10. To work to your own strengths.</p> <p>11. To assist with assembly in the afternoons, as agreed with the HoAE in advance.</p> <p>12. To participate fully in activity meetings.</p> <p>13. Additional duties as required</p>
Additional Responsibilities:	<p>1. To ensure that all mandatory training is completed before the Summer School begins.</p> <p>2. Ensure that all pre-employment documents are completed and returned by the deadline given.</p>
Supervision of Staff (directly/indirectly)	Indirect supervision of Activities Assistants.

Activity Leader (Drama) Person Specification

Criteria	Essential/ Desirable	Evidence
Education/Training/Qualifications		
Teaching Qualification	D	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
First Aid Qualification	D	Application/Interview
Fire Safety Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
Work Experience		
Previous teaching experience	E	Application/Interview
Experience in providing drama activities to both junior and senior students	E	Application/Interview
Previous experience working with learners of English	E	Application/Interview
Previous activity leading experience	D	Application/Interview
Previous Summer School Experience	D	Application/Interview
Knowledge/Skills/Attributes		
A responsible and safe attitude to excursion and all offsite activities	E	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage and communicate effectively with staff and students and	E	Interview



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deliver high quality, enjoyable activities		
Ability to organise group activities	E	Application/Interview
Ability to adapt quickly to change and be flexible	E	Application/Interview
Enjoy working with children and teenagers from different cultures	E	Application/Interview
Ability to address large groups of young people	E	Application/Interview
Good problem-solving skills	E	Application/Interview
Be a team player	E	Application/Interview
Ability to maintain long periods of physical activity	D	Interview
Good knowledge of Scottish Culture and History	D	Interview
Personal Qualities/Special Circumstances		
Eligibility to work in the UK	E	Application/Interview
Pass Disclosure Scotland/DBS or equivalent background checking/vetting procedures	E	Original certificate to be provided
A leader and mentor approach to life	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/interview
Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Enjoy working outdoors	E	Interview
Ability to remain calm in an emergency situation	E	Interview
Maintain a smart personal appearance	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview