



Summer 2024

## Head Of Activities & Excursions

### Job Description

<b>Job Title:</b>	<b>Head of Activities &amp; Excursions (HoEA)</b> Appointee must be eligible to work in the UK.
<b>Organisation Name:</b>	Brownlee Language International Summer Schools (BLISS)
<b>Location:</b>	Perthshire, Scotland or Yorkshire, England
<b>Department/Section:</b>	Activities
<b>Availability:</b>	Must be available on 27 <sup>th</sup> & 28 <sup>th</sup> June 2024 for training and from 30 <sup>th</sup> June-11 <sup>th</sup> August 2024 for Summer School.
<b>Working Hours:</b>	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.
<b>Reports to:</b>	Camp Manager
<b>Salary:</b>	Competitive. Dependent on candidate experience.
<b>Benefits:</b>	Staff uniform
<b>Training Provided:</b>	<ol style="list-style-type: none"><li>1. Child Protection Training.</li><li>2. Summer School Induction.</li><li>3. Continuous and regular development throughout the contract.</li><li>4. PVG/DBS provided.</li></ol>

<b>Background to the Role:</b>	<p>This position is non-residential. It is a fundamental role for the success of the Summer School and the post-holder works closely with the Camp Manager on all points.</p> <p>The Head of Activities &amp; Excursions (HoAE) will be tasked with overseeing the organisation of all suitable, enjoyable and appropriate non-academic activities. They will also have responsibility for the organisation and running of the offsite excursions. This involves ensuring day and evening activities are organised, including weekend excursions.</p>
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	<p>The post-holder will be the team lead for all activities staff and be responsible for the smooth running of the activities sector of the camp, ensuring that all the activities assistants know the schedule for each day and have enough resources to ensure the smooth running of each activity. The HoAE must also ensure that the Head of Residential &amp; Welfare (HoRW) is kept fully informed of the planned evening activities and weekend excursions.</p> <p>This is a key position for 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. 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, 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. Ideally, we are looking to recruit a member of staff that will join us again for future Summer Schools.</p>
<b>Purpose of the Role:</b>	<ol style="list-style-type: none"><li>1. To safeguard students above all else.</li><li>2. To be a point of contact for students.</li><li>3. To compile a complete schedule of afternoon and evening activities and circulate it to the HoRW and all Residential and Activities staff.</li><li>4. To ensure that all students are participating in one or more activities onsite.</li></ol>



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	<ol style="list-style-type: none"> <li>5. To organise and ensure the smooth running of afternoon and evening activities and offsite excursions.</li> <li>6. To plan and lead the evening social programmes as well as the morning and afternoon structure.</li> <li>7. To provide risk assessments.</li> <li>8. Any other duties, as required.</li> </ol>
<p><b>Key Tasks and Responsibilities:</b></p>	<p>This role is very versatile and will require the post-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"> <li>1. To line manage the Activities Leaders and Activities Assistants.</li> <li>2. To work closely with the Camp Manager.</li> <li>3. To ensure the provision of afternoon and evening activities.</li> <li>4. To work in a team to compile and circulate to staff and students, a full schedule of activities and ensure they are notified of any updates.</li> <li>5. 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.</li> <li>6. To organise and coordinate offsite excursions.</li> <li>7. To ensure that BLISS Health &amp; Safety policies are implemented.</li> <li>8. To ensure students have all the tools they need to participate in your activities.</li> <li>9. To plan and run your own activities, without supervision.</li> <li>10. To participate fully in activity and all staff meetings.</li> <li>11. To work to your own strengths.</li> <li>12. Additional duties, as required.</li> </ol>



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<b>Additional Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To ensure that all mandatory training is completed before the Summer School begins.</li> <li>2. Ensure that all pre-employment documents are completed and returned by the deadline given.</li> </ol>
<b>Supervision of Staff (directly/indirectly)</b>	<ol style="list-style-type: none"> <li>1. Direct supervision of all Activities Leaders and Activities Assistants.</li> </ol>

## Head Of Activities & Excursions Person Specification

Criteria	Essential/ Desirable	Evidence
<b>Education/Training/Qualifications</b>		
Relevant Teaching Qualification	D	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
First Aid Qualification	D	Application/Interview
Lifeguarding Qualification	D	Application/Interview
Fire Safety Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
<b>Work Experience</b>		
Previous teaching/coaching experience	E	Application/Interview
A leader in either sports, music, art or drama	E	Application/Interview
Experience in providing activities for both junior and senior students	E	Application/Interview
Previous experience working with learners of English	E	Application/Interview
Previous activity leading experience	E	Application/Interview
Previous Summer School experience	E	Application/Interview
Previous experience of supervising/line managing staff	E	Application/Interview



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<b>Knowledge/Skills/Attributes</b>		
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 deliver high quality, enjoyable activities	E	Interview
Ability to lead the organisation of group activities	E	Application/Interview
Ability to adapt quickly to change and be flexible	E	Application/Interview
Good problem-solving skills	E	Application/Interview
Be a team player as well as a team leader	E	Application/Interview
Ability to maintain long periods of physical activity	D	Interview
Good knowledge of Scottish Culture and History	D	Interview
<b>Personal Qualities/Special Circumstances</b>		
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