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## Activity Monitor (AM) - Job description 2016 (R10)

International Student Club runs English language summer courses for young foreign students at **Haileybury College** in Hertfordshire. Course dates are **from 4 July to 7 August 2016**. The students will attend either the Junior Course for 10-14 years or the Senior Course for 14 - 17 years. Up to 20 nationalities are represented. Staff live in the boarding houses with the students, usually 3 or 4 staff per house of 40 - 45 students.

### Qualifications and Experience

Qualifications in sports coaching and first aid are an advantage, as is experience of the dramatic arts, dance, arts and crafts, and musical ability.

Enthusiasm and energy are vital.

Knowledge of London or Cambridge is an advantage.

You will be asked to provide a DBS disclosure or a letter of good conduct, confirming your suitability to work with children, and be asked to sign a declaration to that effect. References will always be taken up.

Every prospective employee must provide original, documentary proof (eg. passport) of their right to work in the UK. We commit a criminal offence if we do not ask for, see and satisfy ourselves as to the validity of documents offered for this purpose.

### The Social and Activity programme

We organise a programme of excursions and activities for the students, who are divided between two courses. The Junior and Senior Courses alternate each day between classes and activities in the morning and afternoon. After dinner, all students join in activities.

Students are also divided into mixed international teams for activities and will be awarded points for their achievement and contribution. Activities will include sports, arts and crafts, competitions, discos and the preparation of a summer project. They also go on 1 full day and 2 half day excursions, or 2 full day excursions each week. Trips are prepared in class and monitored to ensure that students benefit fully from them.

The activity programme is educational but must also be fun. **Maximum contact with students is essential** to ensure their involvement, enjoyment and above all, safety.

The sports facilities at Haileybury are outstanding, with a large modern sports centre and indoor pool, tennis courts, football pitches and ample playing fields.

## Staffing

There will be 10-16 activity monitors on site, depending on the number of students, who will work under the guidance of the Activity Director (AD) and Assistant Activity Director (AAD). There will also be an academic Director of Studies, Senior Teacher and 9 - 14 teachers, who will be involved in the social programme to a lesser extent.

## The Job

The post is for a minimum of 2 weeks, maximum of 5 weeks. The continuation of work on the second course depends on student numbers and the successful completion of the first contract. This job description, together with your letter of appointment will form the basis of your contract. A formal contract will be offered once your acceptance of the post has been confirmed.

**Activity Monitors will be paid £320 per week. Accommodation and meals are provided without charge, or deduction from pay.**

- There is an additional payment of £20 per week for returning staff.
- For extra residential duties (Heads of House), we pay an additional £30 pw.
- Payment, including holiday pay, is made at the end of each course for actual sessions worked.

## Duties of the post

**Be aware that the safety of students and staff is paramount. You will be expected to follow our health and safety guidelines and to exercise careful judgement in providing a safe environment at all times. You will accept responsibility for your own safety and that of others.**

**Your primary responsibility is to work under the guidance of the Activity Director to ensure the smooth running of the social and activity programme, including excursions. At all times you must work in a professional and flexible manner with colleagues, group leaders, Haileybury staff and all visitors. Additional duties, eg Head of boarding house, will be confirmed in your appointment letter or allocated upon taking up your post.**

## As part of your duties you will:

- On **Saturday 2nd and Sunday 3rd July** take part in staff training and help set up the school. You will also help demount the school at the end of the course if required.
- Help with greeting and orienting students on arrival.
- Plan, organise and supervise activities, within the guidelines provided by the AD, during the morning, afternoon and evening for 16 sessions a week. A session is either a morning, afternoon or evening and lasts 2.5-4.5 hours with an average of 3 hours. The Activity Director will draw up the timetable for your duties.
- Help put students to bed on a rota basis.
- Motivate and encourage students to participate in the maximum number of activities to the greatest possible extent.
- Accompany students on excursions, having researched the trip in sufficient detail to provide commentary, answer questions and give guidance during the trip. Detailed information is provided by ISC.
- Assist the teachers in project lessons and the preparation of the Project show. This will usually involve participation in one project lesson on each teaching day.
- Attend staff briefing meetings on time throughout the course.
- Complete student certificates and a staff questionnaire at the end of the course, making suggestions for improvement as appropriate.
- Be responsible for the discipline as well as the welfare of all students, and make them aware of the high standard of behaviour expected of them.
- Consider and suggest improvements to ISC Health and Safety procedures.