

**Activity Leader****Temporary, seasonal****Hours are variable and wages are calculated depending on the activity undertaken.**

Activity leaders take responsibility for delivering a planned social programme for a group of foreign teenage students throughout the time they are in Norwich studying at the school. This involves meeting them at the airport and introducing them to their host families here in Norwich and accompanying them on all their activities and excursions. Activities and excursions include museum visits in and around Norwich, sporting activities, half-day excursions to the coast, evening discos and full day excursions to London or Cambridge. Programmes generally last 2 weeks and vary according to the needs and interests of the group.

Activity Leaders are assigned to groups as far in advance as possible and are required to commit to the full social programme of that group, including some evening and weekend activities.

**Main duties and responsibilities**

- To travel on the coach to meet your allocated group at their point of entry into the UK.
- To accompany the group on all aspects of their programme, including full day trips, activities and any evening functions. You are expected to arrive 15 minutes early for all activities and to wait with your group after the activity until all students have been collected or have departed for their bus.
- To ensure that you have liaised with the activity coordinator and other activity leaders sufficiently, obtained all resources you require and carried out any necessary planning in advance of all activities.
- To develop and maintain a good working relationship with the group leaders (their accompanying teachers) and a friendly, professional relationship with the students.
- To ensure that students are safe and happy and that any welfare concerns are reported to the Accommodation and Welfare Officer.
- To undertake Activity Leader training which includes risk assessment, health and safety and safeguarding.
- To ensure company procedures are followed at all times, including adhering to company safeguarding and risk assessment procedures.
- Any and all other reasonable activities that the Director considers necessary to ensure an enjoyable, safe and educational experience for our students.

**Payment Rates for Activities:**

Stansted Pick-up	£39.50	London Full-Day	£90.00
Heathrow Pick-up	£54	Other Full-Day Trips	£65.00
Gatwick Pick-up	£54	Half-Day Trips	£32.50
St Pancras Pick-up	£52	Half-Day Activities	£21.50
Southend/Luton pick-up	£46	D-I-S-C-O	£21.50
Hourly rate	£7.17		