



## **FELSTED SCHOOL JOB DESCRIPTION**

### **Activity Leader**

#### **The Role**

Accountable to: Sports and Social Manager  
Campus: Senior & Junior  
Residential

To work with a team of activity leaders to deliver a stimulating programme of sports, social activities and games for our Summer School Programme. To assist in all areas of the Summer School, ensuring the welfare of students is prioritised at all times whilst supporting the Summer School ethos.

#### **Role Responsibilities**

- Plan and deliver the sports and social programme as instructed by the Sports and Social Manager and the Clubs and Events Coordinators
- Encourage full student participation and enjoyment, and, as far as possible, learner independence and skills development whilst helping students achieve their very best.
- Deliver evening activities, assist in set up and conclusion
- Develop, plan and deliver clubs focusing on the interests of students
- Assist in the Academy programme, helping teachers deliver the lessons and accompanying students to and from these lessons
- Supervise students during weekly excursions, take registers and work under the instructions of the operations team during this time
- Assist in house duties, including wake-up and bedtime duties
- Contribute to the Summer School Newsletter and submit contributions by set deadlines
- Assist with airport runs – flexibility is required as this may include some early starts and late finishes
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all the required steps to minimise any risk and report any concerns/feedback to the line manager
- Risk assess all activities as requested, work on these and ensure all records are kept
- Ensure all incidents are reported, and all incident forms are completed and given to your line manager
- Assist and supervise during meal times and breaks as required
- Carry out other ad-hoc duties as requested

#### **Skills, Knowledge and Experience**

##### **Essential:**

- Proven organisation and time management skills
- Excellent communication skills
- Ability to work both on own initiative and as part of a team

- Be flexible and adaptable to situations as and when they arise
- Willingness to work evenings and weekends as required

**Desirable:**

- Previous experience of working with young people
- Previous experience of working on a residential course
- Safeguarding training
- First aid training

**Schedule of work**

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 4-week positions

**Terms of Employment**

- Salary: From £440 per week
- A minimum of £50 per day for induction 8 to 11 July
- Use of sports facilities, including an on-site gym
- One full day off per week (Usually Wednesdays)

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note that it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_