

Job Description

Residential Activity Leader



1. About us

Discovery Summer, with over **20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children and teenagers to learn and explore during the summer.

Many of our **staff come back year after year – over 60% in 2024** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

2. Job Overview

Activity Leaders ensure that international students grow in confidence, learn new skills and have a great time. We are looking for people with **strong leadership skills** and a passion for working with **children and teenagers** to create an unforgettable activity programme.

You will be responsible for planning and confidently leading **an exciting range of activities** including arts & crafts, sports, dance, drama, film-making, cooking and team challenges. You will supervise students on excursions and in houses.

We aim for the **highest professional standards** in every aspect. This is an excellent opportunity to gain practical leadership and teaching skills with international children and teenagers.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

You need to be able to:

- Provide a clear and accurate model of the English language
- Plan and independently lead activity sessions to groups of children/teenagers
- Effectively supervise and motivate groups of children/teenagers
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Previous experience in a residential setting (desirable)
- Experience working with groups of children/teenagers
- Experience of organising events or coaching children/teens
- Sports coaching qualification (desirable)

We love working with people who are:

- Expert communicators and team players
- Genuinely enjoy working with young people
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems
- Good time managers with great organisational skills
- Highly professional, keen to learn new skills
- Responsible and can take the initiative
- Creative, energetic, and fun

4. All Discovery Summer staff must

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Work at leading independent schools



Benenden School, Kent

English Plus

Juniors: 8-12 years

Teens: 13-15 years

Staff induction: Mon 7 July - Tues 8 July

Dates: Wed 9 July - Wed 6 Aug

Staff depart on Thursday 7 Aug at 0900

Contract length: 2,3 or 4 weeks



Winchester College, Hampshire

Global Young Leaders/English Plus (13-16 years)

Staff induction: Wed 2 July - Thurs 3 July

Dates: Fri 4 July - Fri 1 Aug

Staff depart on Saturday 2 August at 0900

Contract length: 2,3 or 4 weeks



Shrewsbury School, Shropshire

Academies

11-16 years

Staff Induction: Mon 30 June - Tues 1 July

Dates: Wed 2 July - Wed 30 July

Staff depart on Thursday 31 July

Contract length: 2,3 or 4 weeks

6. Salary and working conditions

Age	Gross weekly salary for new staff Returners are paid a supplement
18-20 years	£540 (£482 + 12.07% holiday pay)
21+ years	£669 (£597 + 12.07% holiday pay)



- You will work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You will have one 24-hour period off per week, usually from one evening to another evening.



- Our programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated at the course centre, normally in a single room in a student residence



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress Code: neat and tidy e.g. no short shorts, ripped jeans etc. Wear DS yellows when required



- Full board accommodation is provided worth **£74.62 per week**
- Fully paid enhanced DBS check
- Two-day induction and training, paid pro rata
- Work as part of a strong team - gain experience working with international students
- Opportunities for professional development e.g. performance review, shadowing opportunities
- Regular INSET sessions e.g. planning fun activities, how to supervise large groups, grading language

7. The social programme

The social programme includes a wide range of fun, interesting, challenging and safe activities and entertainments. Every activity must be carefully planned and risk assessed.



Plan and confidently lead structured sessions for groups of up to 15 international students e.g. arts & crafts, basketball, dance & movement, drama games, football, rounders, music & singing, volleyball, yoga, zumba and more!



You will plan sessions using our bank of detailed activity templates - your plans will be checked by the Social Director



We will allocate activities to match your skills and interests. As you grow into the role, you will be encouraged to deliver new activities to expand your range of skills

Evening Entertainments



Plan and lead exciting evening events e.g. casino night, mystery night, talent show



You might be on the stage, helping your student group or supporting with theatre tech behind the scenes

Excursions (twice a week)



Organised by the Social Director and planned by Head Office, you will lead groups of students on excursions e.g. sightseeing, castles, zoos, theme parks, beach trips, museums, shopping and more.

You will be responsible for leading a group of 15 international students, ensuring they have an educational, fun and safe day.

8. Role and responsibilities

Pre Course Preparation

- Read the staff handbook and contact Head Office with any questions
- Reply to emails from the Course Director (CD) and Social Director (SD) so we get to know you
- Participate in the online 'getting-to-know-you' meeting (June, 2025)
- Access our range of activity plans and think about what you'd like to run
- Arrive at the centre, for induction, with ideas and energy!

Social programme

- Plan, deliver and risk assess activities and entertainments to an acceptably high standard
- Make sure you have equipment, registers and access to facilities before you start an activity
- Ensure nationality groups mix as much as possible during activities
- Utilise English Student Hosts effectively
- Respond to feedback; the Social Director regularly drops into activities to offer ideas for improvement
- Maximise every opportunity for students to learn English

Admin Duties

- Attend and participate in the all meetings with the activity team and the wider staff body
- Read meeting minutes if you are unable to attend
- With the SD, complete risk assessments (as required)
- Keep accurate registers and upload records of activities to the Google Drive
- Log details of student behaviour and welfare using the DS Portal

Pastoral Duties

- Carry out airport duty (e.g. meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required
- Carry out any other reasonable duties e.g. help pack up the course centre as required
- Sleep in a room near students
- Do wake-up/bedtime/mealtime duties as required
- Supervise students/take them to and from houses as required
- Ensure the safeguarding and welfare of students, responding sensitively to any pastoral matters

9. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2025 online application form](#)
- Contact Leonora Child with any questions leo@discoverysummer.com