



# ACTIVITY LEADER XP-UK 2025

## Overview

You are instrumental in ensuring the safety and happiness of children on the XP-UK programme. Supported and led by the Activity Supervisor for all activities and Directors for excursions, you will help all students participate and learn from their programme.

## Standards - Overall

- To participate fully in the social and residential life of the centre.
- To have a working knowledge and understanding of relevant handbooks and procedural documents.
- To be familiar with good health & safety practices, and act on them.
- To have the care and welfare of students as the primary concern.
- To have a good understanding of emergency & evacuation procedures
- To behave in a courteous and professional manner with colleagues and clients at all times and to respect any such relevant codes of conduct
- To adhere to company dress and behaviour codes

## Standards – Activities and Excursions

- To play an active and enthusing part in the delivery of a quality activity programme
- To keep accurate records as required, e.g. coach lists
- To attend staff meetings as required
- To assist in the collection, preparation and distribution of material, posters etc. to publicise the activity programme and material and information to inform students and group leaders about the event, activity or excursion
- To assist in the high-quality presentation of the centre and its public areas, reporting any areas of concern that you cannot deal with
- To be pro-active with students and leaders, seeking to encourage, enthuse and involve all in the activity programme
- To be highly flexible in availability for service hours and to ensure your time is sensibly rostered ahead of delivery
- To be fully aware of the staffing ratios needed to accompany events and activities and work with managers to ensure that these are met
- To be fully aware of related emergency procedures and to act in the best interests of all students in the unlikely event of an emergency

## Standards - Residential

- To proactively assist senior management with the smooth arrival and departure of students
- To provide assistance with meal and break time supervision
- To assist students and other accompanying adults with enquiries and requests, and to know where to direct those in need of assistance if unable to provide it
- To highlight to senior management areas of concern, e.g. health & safety matters, issues of student welfare, poor or troublesome student behaviour, and to assist senior management in resolving these areas of concern
- To be pro-active in the care and welfare of students and where necessary in support of other members of staff.

## Other Related Tasks/Information

- As part of the service agreement you may be required to attend a training and induction period prior to the opening of the centre. This will take place at the centre and you must be available for a one day session. This session will cover, amongst other matters, site familiarity, health & safety, emergency and evacuation & emergency procedures, academic induction.
- Prior to the opening of the centre you will also be expected to have prepared yourself for the coming week's activity programme and to have been briefed on your duties

Required	Desirable
Background in sports coaching/travel industry	Current First Aid Certificate
Evidence of working in teams	Qualified Life Saver (Bronze)
Excellent Inter-personal skills	Interest in environmental issues
Experience of working with teenagers/juniors	Current clean driving licence

## Person Specification

- Have awareness of and maintain appropriate boundaries in relations with students
- Be enthusiastic and flexible
- Ability to be patient with teenagers
- Strong leadership skills
- Good communication and interpersonal skills
- Good time management skills
- Ability to work to a high standard under pressure
- Enjoy working with children and teenagers from other cultures
- IT literate

## Service Agreement Fees

Service Delivered	Weekly Fee
Activity Leader Services	£540.00

## Other terms

Residential contractors will receive board and lodging as part of their remuneration – in return for this there will be additional duties to be performed in return and staff should make themselves available for those duties. Provision of lodging does not constitute tenancy and end of employment means that any such lodging must be given up with 24 hours.

### Examples of Duties

- Meeting and greeting Students on arrival
- Assisting with group and individual departures
- Assisting with the cultural and activity programme
- Administrative duties in connection with the running of a boarding house

**XP-UK is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks will be required.**

## Invoicing for Services provided

Residential contractors will need to invoice for services provided - they may do this weekly or at the end of their provision of services - all invoices must show the contractor's bank account details so that payment may be made in a timely manner

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