



## JOB DESCRIPTION

<b>Job Title</b>	<b>Activities Director</b>
<b>Department</b>	Bell Language & Activity Programmes – Young Learners
<b>Reports To</b>	Centre Manager
<b>Role</b>	To ensure the effective running of the activity components of the programmes to deliver maximum quality, efficiency and student satisfaction
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that the activity components of the programme are provided to the highest standard and are compatible with pre-course publicity material, Bell Language &amp; Activity Programmes guidelines, and according to procedures as set out in the Activities Director’s Guidelines and Staff Handbook;</li> <li>• Be responsible for health, safety and welfare issues relating to the activity programmes;</li> <li>• Ensure risk assessments are in place for all activities and adherence to Health and Safety policies and procedures by all staff and students;</li> <li>• Ensure the supervision and discipline of students, as appropriate;</li> <li>• Ensure the Activity team, through appropriate planning, provide a high quality programme and encourage full participation;</li> <li>• Ensure appropriate feedback is provided to the Centre Manager on students;</li> <li>• Manage the completion of student records and contribution to end-of-course reports by the Activity team;</li> <li>• Induct and effectively manage the sports and social staff to ensure a high level of performance;</li> <li>• Ensure that staff operate at all times in accordance with statutory regulations and Trust policies and procedures;</li> <li>• Organise and contribute to the Professional Development INSET sessions for the Activity team;</li> <li>• Observe activity staff and provide feedback to the staff member and Bell Language &amp; Activity Programmes;</li> <li>• Support and advise Activity teachers with regards to activity resources and programme content;</li> <li>• Teach / provide supervision as required;</li> <li>• Manage the use of facilities and resources;</li> <li>• Participate in visitors’ programmes;</li> <li>• Deal with student issues/emergencies as and when they arise;</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with;</li> <li>• Deputise for the Centre Manager and be on call as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Actively promote Bell's full range of training services to students by acquiring an up-to-date knowledge of Bell products and services and referring potential prospects to the appropriate Market Development Manager;</li> <li>• To adhere to all statutory regulations and to Bell policies and procedures;</li> <li>• To undertake any reasonable duties as required.</li> </ul>
<b>Compiled by</b>	Head of Bell Language & Activity Programmes
<b>Date</b>	2010

*This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Trust.*



**PERSON SPECIFICATION**  
**ACTIVITIES DIRECTOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education Level</b>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	
<b>Professional/ Technical Qualifications</b>	<ul style="list-style-type: none"> <li>Sports coaching qualification</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Sports / Social Activities Management</li> <li>Working with children</li> <li>Team leadership / people management</li> <li>Worked in a residential environment</li> <li>Experience in delivering high levels of customer service</li> </ul>	<ul style="list-style-type: none"> <li>Management position on a YL or residential environment</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>Leadership skills</li> <li>Communication skills</li> <li>Interpersonal skills</li> <li>Time management / able to multi task &amp; work to deadlines</li> <li>IT literate</li> <li>Ability to work under pressure</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Child protection training</li> <li>First Aid</li> <li>Full driving licence (to drive minibus)</li> </ul>