

JOB DESCRIPTION

This job description is not definitive or restrictive and will be subject to periodic reviews.

POST TITLE: SUMMER SCHOOL ACTIVITY LEADER 2024

POSITION:	Summer School Activity Leaders 2024
EMPLOYER:	Foyle International Ltd
HOURS:	Part-time (approx 15 hours per week) – Temporary (July & August)
SALARY:	£8.60 - £11.44 per hour

ABOUT US:

Foyle International is a British Council accredited language school and we run English Language Summer School programmes for juniors throughout July and August.

Our aim is to deliver high-quality language education and a rich cultural experience for international students. We are currently seeking enthusiastic and dedicated individuals to join our team as English Language Summer School Activity Leaders.

The Junior Summer School programme is delivered at the North West Regional College, Strand Road campus and various other locations based in the city centre of Derry.

JOB SUMMARY:

As an English Language Summer School Activity Leader, you will play a crucial role in creating a positive and engaging environment for international students. This role combines language learning, cultural enrichment, and recreational activities to ensure an immersive and enjoyable experience for our students.

Students will have English Language classes in the mornings and in the afternoons, evenings and weekends they will have a social programme for which we require Summer School Activity Leaders.

Our Activity Leaders will be outgoing, sociable and proactive people, who work hard to ensure that International Students from the ages of 13 to 17 yrs, are speaking English, experiencing local culture and are having a fun, yet safe time throughout their summer activity programme.

RESPONSIBILITIES:

1. Activity Implementation and Organization:

- ✓ Deliver a diverse range of engaging activities that promote language learning, teamwork, and cultural understanding.
- ✓ Organize and lead excursions, workshops, and interactive sessions that enhance the overall summer school experience.
- ✓ *We also would like our Activity Leaders to be able to design and create new engaging activities in collaboration with other colleagues.*

2. Student Engagement:

- ✓ Foster a supportive and inclusive atmosphere to encourage students to actively participate in language activities and social events.
- ✓ Provide guidance and assistance to students, ensuring their well-being and satisfaction throughout the program.

3. Supervision and Safety:

- ✓ Supervise students during activities, ensuring a safe and secure environment.
- ✓ Respond effectively to any incidents or emergencies, following established protocols.

4. Communication:

- ✓ Maintain open communication with students, colleagues, and program coordinators to address any concerns or suggestions.
- ✓ Provide regular updates on activity schedules and student progress.

QUALIFICATIONS

ESSENTIAL CRITERIA

- English & Maths GCSE grade C or above
- Previous experience working with young people
- Strong interpersonal and communication skills.
- Enthusiastic, creative, and flexible approach to organizing activities.
- Proven administrative and organizational skills including time management and ability to prioritize multiple tasks
- Problem solving skills

DESIRABLE CRITERIA

- Previous experience working with young people or students international students or in a multicultural environment is desirable.
- Experience planning events and activities that appeal to a range of age groups (13-17 years)
- Basic understanding of English language teaching principles is an advantage.
- First Aid certification is desirable.
- Qualification in youth work, or working toward such a qualification
- Sports coaching or crafts facilitation experience or qualifications
- Experience working with/supervising large groups
- Prior international living and/or intercultural experience and multilingual ability

WORKING HOURS:

- Monday – Friday: 1-4.30PM
- Tuesday, Thursday: 6.30-9PM
- Saturday: 9-5.30PM

DURATION:

Seasonal position for the duration of the English Language Summer School program (7th July – 18th August).

TO APPLY

To apply for the above position you will be required to submit your CV and a cover letter which clearly indicates why you are suitable for the role advertised.

Completed Applications must be e-mailed to info@foyle.eu

Closing date for applications is Friday 31st May

Foyle International is an Equal Opportunities Employer and welcomes all applications irrespective of gender, religion, political opinion, sexual orientation, race, age, marital status or disability