



SEDBERGH
SCHOOL
FOUNDED 1525

ACTIVITY LEADER - ISS JOB DESCRIPTION

Job Title: ACTIVITY LEADER - ISS

Responsible to: Activity Manager

Main Purpose: The Activity Leaders are responsible for working closely with the Activity Manager to contribute to the smooth delivery of the Sedbergh International Summer School extra-curricular programme. Activity Leaders will lead our co-curricular programme of recreational, afternoon and evening activities to include sports, outdoor adventure and creative arts as well as evening social events and weekly excursions. Activity Leaders also provide support in the boarding house, assisting with residential boarding duties and supporting the House Parent team as required.

Course Dates: The course in 2026 will run for 6 weeks, and we will be offering contracts of varying lengths, depending on the candidates' availability and experience and our student numbers. All candidates **must** attend on-site induction prior to the start date (outlined below). If candidates have holidays, weddings, graduations etc booked, they **must** mention this at the interview stage. Time off for such events cannot be guaranteed otherwise.

The course is run on the Senior School campus (Sedbergh), with three London trips running throughout the course. See breakdown of dates below.

- 27th – 30th June 2026: London trip
- 30th June – 8th August: Senior School campus at Sedbergh (**induction begins on 27th June or 2nd July, depending on contract start date**)
- 18th – 21st July: London trip
- 25th – 28th July: London trip

Activity Leaders may be asked to assist with one of the London trips. These are 4-day trips with all activities, accommodation, transport and meals pre-arranged by an experienced tour operator. Adequate time off will be given prior to/following the London trip.

Activity staff are given one day off each week. Unfortunately, the school cannot cover the cost of travelling to and from the school.

Roles and Responsibilities:

- Assist the Activity Manager in the delivery and management of the day to day running of the ISS co-curricular programme: mainly through afternoon and evening activities and Sunday (half-day) excursions.
- Prepare, organise and oversee one or more co-curricular activities daily, assisting with the delivery of the entire sport and activity programme both on and off site.
- Ensure all co-curricular activities are delivered competently, professionally and safely, in accordance with Sedbergh policies and risk assessments.

- Attend daily Activities meetings with the Activity Manager.
- Assist with the pupil arrivals on Saturdays.
- Assist with the pupil induction and site orientation on Sunday mornings, prior to a half-day local excursion.
- When completing activity registers, compare these with the expected student list, communicating any discrepancies to the Activity Manager immediately.
- Supervise pupils on excursions and always ensure their safety.
- Engage with pupils in a friendly and professional manner, encouraging full pupil participation.
- In line with school safety, and in collaboration with the Social Media Coordinator, provide effective photographic material for use in social media daily.
- Manage students' conduct and behaviour to ensure students enjoy and get the most out of each activity/excursion.
- Assist with airport transfers on a rota basis.
- Assist with break or mealtime duties as outlined on the Teams schedule (rota basis).
- Escort pupils to class/boarding houses as outlined on the Teams schedule.
- Assist with residential duties (2 overnight duties per week) to provide a happy, supportive boarding environment for all pupils.
- Ensure the campus is closed down after completion of the course, and returned to its original state, including all school facilities and equipment.
- Assist at any time, whether on duty or not, with an emergency or where a student is injured or unhappy.
- Any other tasks as required by the Activity Manager and Operations Director to ensure the smooth running of the international programme.

Pre-Course Duties will include:

- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc).
- Liaising with the Activities Manager, Activity Leaders and other staff as required to build team rapport, e.g. through Teams welcome meetings prior to the course.
- Reading Keeping Children Safe in Education (KCSIE) and other policy documents provided.
- Completing relevant Educare training modules as instructed prior to arrival.
- Familiarising oneself with all relevant fire, health and safety policy documents and risk assessments associated with the role as indicated by the Activities Manager and Course Director.
- Attending the compulsory on-site induction training prior to the ISS start date.
- Helping set up the campus prior to the pupils' arrival.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be

willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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