

Role Title:	Weekend Activities Coordinator
Location:	The Leys School
Responsible to:	Deputy Head (Pastoral)
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Main purpose of the role</p> <p>The role</p> <p>The weekend activities program at the Leys School is open to all boarding pupils and takes full advantage of the intellectual and artistic opportunities in Cambridge and other nearby communities. As a team, we offer a range of activities, both in-house and excursions, to facilitate student growth in confidence, connection to fellow boarders and – most importantly – have a great time on the weekends here with us at The Leys School. The Weekend Activities Coordinator’s role is to plan and oversee these activities with support when needed from other staff.</p> <p>There are two main types of activities that take place at the weekend – low impact, informal events such as watching a movie or running a Wii dance competition, and more demanding off-site visits and trips. The Weekend Activities Co-Ordinator will work with boarding house staff to design a low impact programme for Saturday night / Sunday afternoon and will work with the Deputy Head (Pastoral) to support more complex off-site trips, such as crazy golf or a trip to Harry Potter World. Staffing of off-site trips will be provided by the Deputy Head (Pastoral), and it is an expectation that the Weekend Activities Coordinator will attend these trips. Activities will last a varying amount of time but should be a min of 60 mins and a max of 3 hours.</p>	
<p>Main duties and responsibilities</p> <ul style="list-style-type: none"> • To organise and ensure there are at least 5 low impact events in the Autumn term, 5 in the Lent term and 4 in the Summer term. • To organise and attend an off-site activity every other Sunday during school term. • To engage with the pupil body to develop a programme that interests them. • Hold regular (every three weeks) meetings with the Deputy Head (Pastoral) • Lead in the planning and delivery of scheduled activities in line with agreed objectives and budget. • Deliver ad-hoc activities and games as agreed to engage with pupils at the weekend. • As required, provide additional support as needed to international students as they settle into the UK. • Some admin and housekeeping tasks as needed. 	
<p>Safeguarding responsibilities</p> <ul style="list-style-type: none"> • To have read the School’s Child Protection Policy and updates to this policy as required by the School. 	

- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head (Pastoral), Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Person Specification	Essential	Desirable	Method of Assessment
Qualifications	Good level of overall education	Current first aid qualification for children & young people Driving licence	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Previous experience of working with young people Demonstrable lateral thinking skills.	Previous experience of working with young people in a residential environment Ability to supervise others	Contents of the application form Interview Professional references
Skills	Build positive and professional relationships with boarders and boarding staff. Confidence to motivate groups of teenagers to get out of their house and get involved. Able to work independently and without supervision Enthusiastic, energetic and engaging Excellent organisational skills Good IT skills and administration competency		Contents of the application form Interview Professional references
Knowledge	Good understanding of the boarding experience. Excellent understanding of safeguarding issues and young people	Budgeting skills and knowledge of good project management Understanding of the boarding experience from an international students perspective.	Contents of the application form Interview Professional references