



JOB DESCRIPTION

Role:	Head of Activities
ILH Centre:	Framlingham College
Report to:	Centre Manager (CM) and ILH Coordinator
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the well-being and safety of all ILH students at all times.
- Work with the Centre Manager (CM) to deliver good customer service and ensure the success of the ILH Summer Programme.
- Plan and manage the Activities Programme and, with the Centre Manager (CM), ensure the Activities and Teaching Programmes are successfully integrated.
- Share Welfare and Safeguarding responsibilities with the Centre Manager (CM) and Head of Boarding (HoB).

SPECIFIC RESPONSIBILITIES

Administrative

- Maintain an inventory of clearly labelled ILH resources and equipment.
- Monitor the state of the premises, resources and equipment throughout the course and report any damages or breakages to the CM, or the ILH Coordinator if necessary.
- Ensure Risk Assessments are completed for all activities and excursions, and all hazards concerning Health & Safety have been considered and necessary provisions to avoid accidents have been made.
- Together with the CM, ensure that the Activities Programme budget is adhered to, maintaining accurate accounts and keeping receipts and records of transactions.
- Create and manage the Activities Programme staff roster according to staff contract hours and considering the strengths, abilities and experience of Activity Leaders.
- Inform Activity Leaders of their weekly work schedule, and any changes, in advance.
- Maintain records of staff working hours, recording any overtime/absence, and submitting them to the CM on a weekly basis.
- Inform the ILH Coordinator of any staffing issues, in advance where possible.
- Assist the CM with completing staff appraisals for all Activity Leaders.
- Liaise with coach companies and other external providers and confirm dates, times and numbers, ensuring the smooth delivery of services.
- Ensure that the Activity & Excursion notice board(s) and sign-up sheets are kept up to date and all information is correct.
- Confirm required facilities/premises with Framlingham College site manager for smooth delivery of activities.
- Together with the CM, ensure student and Group Leader feedback forms are completed and sent to the ILH Coordinator.
- Together with the CM, share responsibility of the 24hr emergency phone.



- Be prepared to respond to out-of-hours situations, if required.
- Deputise for the CM, in his/her absence, as required.
- Carry out all reasonable duties as recommended by the CM, or the ILH Coordinator.
- Keep open communication with the ILH Coordinator on a regular basis.
- Assist with the organising and packing up of your office and ILH equipment on the last Friday of the course, and the final pack up of the Centre on the last Sunday before departing Framlingham College.
- Provide a detailed report at the end of the contract and include future activity suggestions and recommended equipment and resource purchases.

Activities and Excursions

- Ensure the successful delivery of a high-quality programme of Activities and Excursions as set out in the ILH brochure and liaise with the CM.
- Ensure that the supervision of activities and excursions is in accordance with the British Council Accreditation Scheme's requirements, and ratios are adhered to.
- Ensure all Activity Leaders and Group Leaders are aware of and maintain the safety and welfare of all students as a priority.
- Ensure all Activity Leaders have read, understood and signed activity and excursion Risk Assessments and are aware of the potential hazards concerning Health & Safety.
- Inform all staff, students, and Group Leaders of planned activities and excursions in advance and at daily morning assemblies.
- Together with the CM, meet with Group Leaders daily to discuss any requirements or issues with the weekly Activities Programme, and get feedback.
- Act as, or delegate a staff member to act as, a Group Leader for individual students who come without a responsible person.
- Ensure activities are promoted, and students sign up to activities in advance where necessary.
- Ensure that all Activity Leaders are well-briefed and well-prepared before they deliver activities.
- Ensure all resources, equipment and materials are set up before each activity begins.
- Ensure all resources, equipment and materials are returned and stored safely after each activity.
- Ensure all Activity Leaders carry out their duties and deliver activities to a high standard.
- Ensure a high level of student and staff participation in activities.
- Actively participate in activities, when relevant and necessary.
- Ensure all students are present or accounted for at every activity, and Activity Leaders maintain accurate registers of attendance and punctuality and report any missing students.
- Ensure excursions are promoted and Activity Leaders and Group Leaders are well-briefed before excursions and given up-to-date itineraries.
- Ensure Activity Leaders have a list of all students, with contact numbers and accommodation details where applicable.
- Ensure Group Leaders have the contact numbers and accommodation details of all their students, where applicable.
- Ensure Activity Leaders maintain accurate registers and check students at the beginning and end of excursions and do regular rollcalls during excursions.
- Ensure Activity Leaders update you regularly during excursions and contact you immediately if any issues arise.
- Escort students and staff on excursions and act as a 'Tour Guide' when necessary.
- Liaise with the CM and the ILH Coordinator to plan, organise and book any optional extra excursions that may be requested by Group Leaders.



Welfare

- Create a positive atmosphere and motivate and support Activity Leaders.
- Implement an 'open door policy' inviting open communication, feedback, and discussion between you and all staff.
- Ensure you have read all relevant ILC and ILH handbooks and are aware of your duties and responsibilities and signed all required documentation.
- Ensure you have read, understood and are compliant with all relevant ILC and ILH policies, and follow Health & Safety regulations.
- Ensure you are aware of the fire evacuation procedures and drills at Framlingham College.
- Assist the CM and HoB in the coordination of the 'Meet and Greet' and transfers of each group or individual student, where necessary.
- Assist the CM with inductions for all students and Group Leaders after their arrival, as required.
- Assist the HoB with lunchtime and breaktime supervision duties, if required.
- Ensure all concerns and incidents are reported and recorded immediately to the CM (Safeguarding Lead), and ILH Coordinator where necessary, and followed up within 10 days.
- Ensure all staff and student's cultural, religious and dietary needs are met and respected.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.

Pre-course

- As part of the management team, take part in preparation week at ILC Colchester to ensure that all systems are in place and ready for the start of the course.
- Assist with the set up and induction at Framlingham College on the Saturday before the start of the course.
- Successfully complete a short, **online Safeguarding** course and provide certificate.



INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES:

5 July – 2 August 2026

Preparation week from 29 June – 3 July at ILC Colchester.

Set up and Induction at Framlingham College on Saturday 4 July.

SALARY:

£650 per week (+ 12.1% statutory holiday pay, paid in the final week).

For preparation week, you will be paid £430.

TIME OFF:

One day per week

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.





PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK (no sponsorship)
- Over 18
- Genuine interest in working with Young Learners
- Ability to motivate Young Learners
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Excellent problem-solving skills
- Ability to relate to all staff at all levels and build effective working relationships
- Ability to motivate staff
- Ability to deal with difficult situations
- Ability to make sound decisions
- Ability to remain calm under pressure
- Willingness to accept responsibility
- Good working knowledge of Microsoft and Google programmes
- Understanding of Safeguarding and Prevent Duty
- Ability to work evenings and weekends

Desirable:

- Experience of working with Young Learners
- Experience of working at a summer school
- Active interest in sport, the arts, arts & crafts and other activities
- Valid, enhanced DBS certificate for the child workforce on the Update Service
- First aid training
- National Pool Lifeguard Qualification (NPLQ)

PERSONAL QUALITIES

Essential:

- Enthusiastic and energetic
- Professional attitude and smart appearance
- Responsible
- Good listener
- Flexible
- Self-confident
- Culturally sensitive
- Team player
- Tactful and diplomatic
- Patient
- Innovative