



**YOUNG
LEARNERS**

Embassy Summer Night Supervisor/ Activity Leader

EC English Language Centres **Helping students succeed in a global community**

EC offers superior English language programmes in the top English-speaking destinations around the world, together with French in Montreal. Our world-class facilities and an outstanding team have allowed us to evolve into a globally recognized and trusted brand. Our vision is to maintain our growth while helping students from all over the world succeed in a global community.

EC has a Young Learners division which incorporates EC Academy, EC Study Tours and Embassy Summer and welcomes students from over 140 countries helping them to improve their language skills, meet new friends and take part in a wide range of activities and cultural excursions that will help them develop important life skills.

Position Summary:

The NSAL (combined Night Supervisor and Activity Leader) is responsible for the supervision, welfare and discipline of students both during activities and overnight.

Key Responsibilities:

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- Ensuring the centre and the programmes operate to the highest standards of relevant Health & Safety and safeguarding practices
- Manage and instruct during onsite activities sessions which enable the development of students' Life Skills
- Manage and lead offsite excursions which enable the development of students' Life Skills
- Maximise student and group leader satisfaction by ensuring their experience meets or exceeds their expectations.

Specific Night Supervision duties include: 17hrs total**1 x Night (23:00 – 03:30) 5 x Late Evening/ Early Morning (23:00 – 01:30)**

- To ensure student welfare is maintained by carrying out regular inspections of the residential areas during the duty period
- To establish a routine of checks to ensure students are in their rooms and lights are out
- To act as a representative of the management team, calling on the duty manager when appropriate
- To retain responsibility for holding the master keys to residential buildings during duty shifts
- To report any major security issues to the college security staff
- To provide assistance with arrivals and departures when these fall during the duty period
- To complete a duty log detailing times of “rounds” and recording any occurrences that take place during the night
- To ensure communal areas are kept tidy and to report any unnecessary untidiness or damages in these areas
- Promote and safeguard the welfare of students in line with legal, accreditation and company requirements
- To be on the centre’s emergency phone and to be the call representative in case of emergency
- To help with centre laundry during the night

Specific AL duties include: 21hrs total

- To lead, supervise, motivate & engage students on activities and trips
- To enthusiastically promote the Activity Programme
- To ensure adequate preparation & set up for on/offsite activities
- To prepare, plan & lead students on excursions
- To maintain levels of student discipline, safety and welfare
- To assist in day to day general duties as instructed by senior management
- To work in a way that promotes the safety and well-being of children and young people
- To carry out residential supervision duties, including meal and bedtime supervision as requested by the Centre Manager
- To complete ‘prep time’ in accordance with the requirements outlined by line managers to benefit the delivery of the activity and excursion programme
- To help manage and maintain activity stock, which will include lifting of equipment
- To assist and engage students with activities and excursions through the use of the Embassy Summer App

Organisational Compliance:

The job holder will be expected to operate in accordance with the company's Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters.

Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training.

Qualifications & Training:

- First Degree or equivalent (Level 6 Qualifications and Credit Framework) (Desirable)
- Valid First Aid Certificate (Desirable)
- Valid Driving Licence (Desirable)
- SIA licence (Desirable)
- Safeguarding Level 1 and 2 (Desirable)

Essential criteria:

- Excellent time management skills
- Excellent communication and interpersonal skills
- Ability to work in a high-pressured environment
- Flexibility to work unsociable hours
- Excellent organisational and planning skills
- Ability to work as part of a team & independently

Desirable criteria:

- Experience working with minors
- Summer School experience
- Night patrol experience
- Ability to deal with complexity and resolve complex problems and issues
- Ability to work under pressure

Personal Attributes:

- Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Demonstrates emotional resilience in working with challenging behaviours
- Demonstrates a positive attitude to the use of authority and maintaining discipline