



JOB DESCRIPTION

Department:	Millfield Enterprises
Post:	Activity/Academy Leader Year 2+ (2 or more yrs experience, or specialist skill)
Responsible to:	Activity & Academy Co-ordinator
Job Purpose:	Leads and co-ordinates a team of activity staff; to deliver a programme including a range of sports and activities.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- Planning and leading progressive activity sessions for the sports and recreation programme attended by groups of students.
- Supervising students.
- Liaising with the Activity & Social Manager and Activity & Academy Co-ordinator of your specialist sports/activities/skills and taking groups of students to coach them in this area.
- Assisting with other sports or activities when necessary.
- Attending meetings as necessary.
- Following the agreed disciplinary guidelines.
- Acquainting yourself with the academies and activities programme in detail and the over-all programme.
- Playing a leading role with the Sports and Recreation/Academy programme in the afternoons and evenings.
- Assisting with the evening and weekend social activities programmes in accordance with an agreed rota.
- Returning all equipment to its appropriate place after use and reporting any damages or breakages to your line manager.
- Assisting with the greeting of new students, and with the departure of students, normally on Saturdays.
- Acting as an escort on airport or station transfers as and when necessary.
- Assisting your House Parent with morning/evening duties in accordance with an agreed rota.
- Assisting with the excursions programme in accordance with an agreed rota.
- Assisting with other Millfield Enterprises courses in the same / similar role as business demands.
- Lead and manage Activity Assistants and other support staff.
- You are to report as soon as possible to your line Manager any matters (real or apparent) of indiscipline, misbehaviour, major complaint, accident, illness, or personal problems on the part of staff or students.
- Writing student reports in a timely manner and in advance of their departure from Millfield.

HEALTH & SAFETY

- Ensure every member of your team is aware of health and safety issues, and the First Aid procedure.
- You are responsible for student and staff safety ensuring that general safety procedures are always observed. If you are in doubt about the safety of an activity, stop it immediately and check with your line manager or the Health and Safety Officer.
- Acquaint yourself with all relevant fire, safety and health arrangements whether during sports and activities, social events or in the House, and both on and off the main campus.
- Ensure that all Covid-19 protocols, current at the time, are followed in accordance with Millfield guidelines.
- Complete First Aid training as requested. If you possess a First Aid Certificate, please send us a copy.

OTHER DUTIES

Assisting the Operations Team whenever possible, including

- Take a full and active part in MELHC and campus life.

- Participate in the staff induction.
- Always behave in a professional manner ensuring that your own conduct in front of students is of the highest standard, and that you set an example in your management role.
- Represent the good name of Millfield School at all times.
- Any other duties that your line manager sees fit providing that such duties are appropriate to your role and are approved by the relevant authority.

PERSONAL SPECIFICATION

- Professional mature attitude
- Self-motivated and the ability to motivate others.
- Creative and Enthusiastic
- Caring and Kind
- Experience in a wide range of sports and activities
- Hold a full and clean driving licence
- Ability to react calmly and effectively in emergency situations.
- Safety Conscious
- A team-player, able to motivate and foster team working and work collaboratively with others
- Leadership skills
- Excellent communication skills
- Ability to adapt to a changing environment
- Coaching/professional qualifications are desirable. If you possess a Certificate, please send us a copy.
- Be well-equipped and prepared for the responsibility that comes with being Activity Lead
- Have prior experience with the supervision of children or a willingness to develop in this area
- A good team member but must be able to work on own initiative
- Use of IT packages including, Microsoft Office, Outlook, Word, Excel

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....