

JOB DESCRIPTION

STUDENT ACTIVITY LEADER

Responsible for:	Providing activities for students outside of lessons.
Responsible to:	Assistant Principal: Student Experience and Employer Engagement
Working with:	Marketing manager

Main Responsibilities to include.

1. Organise and deliver a weekly schedule of activities and events for students to participate during their lunch breaks, in our refectory. You will be required to host events for large audiences such as karaoke, game show-style events, video game competitions and sporting challenges.
2. To book external entertainment and compère events on stage.
3. To promote the activities effectively before the event, encouraging students to participate and after the events to support the marketing of the College.
4. Organise and lead external trips for both our international and domestic students.
5. Arrange for students to offer 'pop up' activities at College working with other staff as required – for example, barbering pop-up shop, performing art and music events.
6. Lead and develop the work of the Student Council, ensuring they deliver their responsibilities to the expected levels.
7. Plan and organise the Student Council termly meetings, ensuring agendas are in place and minutes are produced. Supporting the chair of the Student Council to chair meetings.
8. Coordinate and deliver the freshers fair, summer fair and other key student events. Ensure these events are effectively promoted both before and after the event including the use of social media.
9. Ensure risk assessments are in place for all activities and that the activities are delivered in line with these assessments.
10. Plan and deliver a range of societies and clubs to support student interest ensuring these are effectively run?
11. Support students in running their own clubs ensuring these are sustainable after the initiating students leave.
12. Support the lunchtime supervisor team to monitor student behaviour within the refectory outside of lessons, challenging inappropriate behaviour as needed.
13. Enforce the college smoking policy ensuring students only smoke in the designated area – challenging and implementing sanctions as required.
14. Work with the marketing team attending general marketing events for the College including school assemblies, school parents' evenings and careers events and fairs as required.

15. To work on the front of house for the Izzard Theatre as requested. This is occasional work and be evenings and weekends, attracting additional pay and is planned well in advance, unless circumstance do not allow for this.

General duties

1. This job description sets out the duties of the post at the time it was written, some duties may vary from time to time without changing the general character of the post or the level of responsibility it entails.
2. Undertake any training and/or development required in delivering the responsibilities of this post.
3. Undertake any reasonable task on the request of the Principal or his/her designated deputy.
4. Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice and using this knowledge to review college policies and procedure.
5. Follow good practice and college policy in all aspects of the work and in the liaison of staff and use of resources.
6. The post-holder will show an awareness of, and compliance with, all college policies and procedures, but particularly those relating to Health and Safety and Equal Opportunities.

This job description can be amended and updated on a regular basis by management.

April 2024