



Summer Activity Leaders – Junior Summer Programme 2022 Celtic English Academy

Organisation profile

Celtic English Academy is a friendly and welcoming English language school in the heart of Cardiff, which takes pride in its small classes, great teachers and wonderful support staff. We offer beginner, intermediate, and advanced level English language courses for both adult and junior students.

In 2022, we are offering our Junior Summer Programme, (JSP) here in Cardiff and we are expecting between 60 and 80 students from several different countries. The students age range will be from 13 – 17 and they will be living with host families. The students will have English language classes in the morning and then activities in the afternoons, one evening during the week and for one full day in the weekend.

We are looking to employ up to 5 activity leaders to help with our activities programme during the Junior Summer Programme.

The role will involve

The responsibilities for this position include, but are not limited to, the following:

- Preparing and leading afternoon and evenings activities for both young learners and adult students
- Preparing and leading full-day excursions to other places in Wales and the UK on weekends, (e.g., day trips to London, Bath and the Gower).
- Effectively liaising between Celtic staff, Group Leaders, JSP students and teachers

Skills required

The successful candidate must meet the following requirements:

- Be friendly, outgoing and open
- Have effective communication and interpersonal skills
- Have excellent organisational and time-keeping skills
- Can work as part of a team and act as a leader
- Be self-motivated, reliable and able to use initiative
- Be adaptable to change with effective problem-solving skills
- Can work well under pressure

The following skills and/or qualifications are desirable:

- Previous activity/group leader experience
- Sports, arts, music, drama or other recreational skills
- Experience or strong interest in working with international students
- Experience or strong interest in working with teenagers
- Ability to speak another language/s
- First Aid qualified or any similar relevant qualifications

What you will gain

Successful applicants will gain fantastic experiences and skills in leadership, activity planning, working with international students, being part of a team and exploring Cardiff, Wales and South England

A full reference will be supplied at the end of the contract and there is also the opportunity to continue with the role in a part-time capacity

Additional information

School address – Celtic English Academy, 18 Park Grove, Cardiff, CF10 3BN

Location of placement – Various depending on the activity

Start date / Month – Mid June 2022

End date – Mid August 2022

Hours – 10 – 25 hours a week

Travel Expenses / Pay - £9.50 an hour

Suggested date for interview - week commencing 30th May

Positions available – 4 - 5

A valid Disclosure and Barring Service (DBS) check, Prevent and Safeguarding training is required for the successful applicants and will be provided by Celtic English Academy. If accommodation is required in Cardiff for the period of summer work, let us know upon application and we may be able to discuss options with you.

How to apply

Send your CV and a covering letter explaining why you are interested in the role and describing the skills you have to offer relevant to the role. Email these to grant@celticenglish.co.uk by, or before the closing date

Closing date

Friday 27th May – Please note that we reserve the right to close this opportunity early if sufficient applications are received

****** Please send all documents in Word or PDF Format ******