

INFORMATION FOR ACTIVITY LEADERS, BASKETBALL AND TENNIS COACHES

THE ORGANISATION

Anglophiles is a private educational organisation established in 1973. We run English language courses and activity programmes for young overseas visitors in over ten centres throughout the UK. These are mainly holiday English language courses that take place each year in February, April, June, July, August and November, and mainly for French and Spanish students aged between 7 to 18 years. However we do receive students of other nationalities as well.

OUR COURSES AND ACTIVITY PROGRAMMES

We run many different types of course – almost all of which have an English language improvement element. However many of these courses have an underlying theme, such as, football, dance, music, etc. Some courses are homestay-based where students stay with English host families. Some are residential where students stay in a school or college accommodation.

We have three exciting residential programmes for 2009 for which we require Activity Leaders and Sports Coaches. At our residential centre, Funcoast World in Skegness, we will require Activity Leaders, Tennis and Basketball Coaches. We will also require Activity Leaders for our courses at Leicester College, another of our residential centres.

For our football programmes run in collaboration with The David Beckham Academy in London we also require Activity Leaders, who have an excellent knowledge of London. These leaders will have no responsibility for football training. They will help supervise students off-pitch at the Academy, and assist with taking our students out to discover London and all it has to offer.

WHO ARE WE LOOKING FOR?

We need confident, fun, enthusiastic people to work in our residential summer camps as Activity Leaders, Tennis and Basketball Coaches. Working closely with our students you will be responsible for all aspects of our students care, liaising with teachers, supervising excursions and assisting in the day to day running of the centre. We need people who are organised; motivated and energetic to really pass their enthusiasm onto our students to get them involved in the activities we have on offer.

FUNCOAST WORLD RESIDENTIAL CENTRE

Funcoast World Residential Centre is in Skegness, where Anglophiles Academic uses the centre for its groups of overseas students. It has a fabulous range of onsite activities and facilities including a swimming pool, water slides, funfair, basketball, tennis, volleyball, mini-golf, excellent sandy beach, Karaoke, discos, evening entertainment, cinema etc... to name just a few.

The activities programme is organised by the Anglophiles Group Manager. You will work as part of his/her team of French and English staff.

ACTIVITY LEADERS / BASKETBALL & TENNIS COACHES (Non-teaching role Funcoast World Residential only)

ROLE

- ☆ Support and assist the Camp Director and staff with all out-of-class activities throughout the day and evening.
- ☆ Help to organise and supervise the leisure and sports activities for students. We have a superb range of activities and facilities at our disposal. It is important that these leisure and sports facilities are used to best effect to keep students happily occupied throughout the stay.
- ☆ Supervise full-day excursions.

- ☆ Responsible for the general welfare of Anglophiles students.
- ☆ Support teachers and Camp Directors in matters of discipline.
- ☆ Supervise break times and mealtimes.
- ☆ Share an apartment with up to 4 of our visiting students.
- ☆ Actively participate in residential life, taking care of students and working as part of a team.

PROFILE

- ☆ At least 18 years of age
- ☆ Possibly qualified in sports or drama or leisure management
- ☆ Experience of working with youth groups
- ☆ Be responsible and committed
- ☆ Be prepared to work long hours and under pressure
- ☆ Team spirit
- ☆ Professional attitude towards education, welfare and children
- ☆ If you are applying for one of our basketball or tennis coach positions, you must have a relevant qualification.

THE DAVID BECKHAM ACADEMY

In collaboration with The David Beckham Academy, Anglophiles Academic is running programmes called 'Simply Soccer' and 'Soccer and Discover London'. These are both 1 week and 2 week residential programmes, which include intensive soccer training at The David Beckham Academy, plus activities and visits around London to enable students to discover the life and history of this great city.

ACTIVITY LEADERS (Non-teaching role London Residential only)

ROLE

- ☆ To be responsible for the welfare and supervision of Anglophiles students at all times. (You will be accommodated with students a short distance from The David Beckham Academy).
- ☆ To accompany students to The David Beckham Academy each day and remain onsite, (but not on the football pitch) during their training, in case you are required by The David Beckham Academy staff to assist with discipline, or to help out in any way. You will not have responsibility for the football training itself, which is conducted entirely by The David Beckham Academy staff.
- ☆ At the end of each day you will be responsible for ensuring students safe return to the residence, and be responsible for their welfare during the evenings.
- ☆ On the days when students are not attending The David Beckham Academy, you will lead them on full-day excursions around London, using your excellent knowledge of the area and local transport systems to help them discover London and ensure the smooth running of the programme.

Please note that although each contract will only last one week we are happy to recruit leaders who want to work several courses in succession or indeed the whole summer!

PROFILE

- ☆ At least 20 years of age
- ☆ Possibly qualified in sports or drama or leisure management
- ☆ Experience of working with youth groups
- ☆ Be responsible and committed
- ☆ Be prepared to work long hours and under pressure
- ☆ Team spirit
- ☆ Professional attitude towards education, welfare and children
- ☆ An excellent knowledge of London is essential in this role.

LEICESTER

Anglophiles Academic are running a residential summer school at Leicester University for students aged between 11 and 17 years old. The courses run for 2 or 3 weeks for students who are mainly from France and Spain but with some other nationalities as well. The programme includes 3 hours of English on most mornings and sports and leisure activities in the afternoons and evenings.

ACTIVITY LEADERS (Non-teaching role Leicester Residential only)

ROLE

- ☆ Support and assist the Camp Director and staff with all out-of-class activities throughout the day and evening.
- ☆ Help to organise and supervise the leisure and sports activities for students and to ensure that students are well occupied and happy throughout their stay
- ☆ Supervise full-day excursions.
- ☆ Responsible for the general welfare of Anglophiles students.
- ☆ Support teachers and Camp Directors in matters of discipline.
- ☆ Supervise break times and mealtimes.
- ☆ Look after students in the residence during evenings and stay in the residence at night times.
- ☆ Actively participate in residential life, taking care of students and working as part of a team.

Please note that although each contract will only last one week we are happy to recruit leaders who want to work several courses in succession or indeed the whole summer!

PROFILE

- ☆ At least 20 years of age
- ☆ Possibly qualified in sports or drama or leisure management
- ☆ Experience of working with youth groups
- ☆ Be responsible and committed
- ☆ Be prepared to work long hours and under pressure
- ☆ Team spirit
- ☆ Professional attitude towards education, welfare and children

Please note: We are also recruiting activity leaders for our centre in France called the British Village, where the role will be similar to that outlined above for Leicester. Leaders will need to be enthusiastic and good at looking after younger children. Leaders are accommodated in twin rooms and return travel from the UK is provided.

We are also looking for English Language teachers for Funcoast World and various other centres.

JOB APPLICATION FOR:

MULTY ACTIVITY LEADER

BASKETBALL COACH

TENNIS COACH



Photo

Applications **will not** be processed or considered without a recent photo

**2010
APPLICATION FORM FOR TEMPORARY POST OF
ACTIVITY LEADER/ BASKETBALL/TENNIS COACH**

1

Family Name:
First Name:
Date of birth:
Age:

Nationality:
Sex:
Marital status:

2

Permanent address:
Postcode

Contact address (if different):
Postcode

Telephone (including code):
Mobile:
Best time to call:
E-mail:
Dates when you may be contacted at this address:
From: To:

Telephone (including code):
Mobile:
Best time to call:
E-mail:
Dates when you may be contacted at this address:
From: To:

3. Indicate your preferred choice of location

SKEGNESS

LONDON

LEICESTER

(Please circle)

4. Please tick the dates you are available to work.

February	The David	14 Feb - 21 Feb	<input type="checkbox"/>
	Beckham Academy	21 Feb - 28 Feb	<input type="checkbox"/>

June/July	Leicester	4 Jul - 18 Jul	<input type="checkbox"/>
		17 Jul - 31 Jul	<input type="checkbox"/>

April	The David	11 Apr - 18 Apr	<input type="checkbox"/>
	Beckham Academy	18 Apr - 25 Apr	<input type="checkbox"/>

July	British	3 Jul - 17 Jul	<input type="checkbox"/>
	Village	16 Jul - 30 Jul	<input type="checkbox"/>

April	Leicester	5 Apr - 17 Apr	<input type="checkbox"/>
		12 Apr - 23 Apr	<input type="checkbox"/>
		18 Apr - 30 Apr	<input type="checkbox"/>

August	Funcoast	1 Aug - 16 Aug	<input type="checkbox"/>
	World	15 Aug - 30 Aug	<input type="checkbox"/>

June/ July	Funcoast World	25 Jun - 10 Jul	<input type="checkbox"/>
		2 Jul - 17 Jul	<input type="checkbox"/>
		16 Jul - 31 Jul	<input type="checkbox"/>

August	The David	8 Aug - 15 Aug	<input type="checkbox"/>
	Beckham Academy	22 Aug - 29 Aug	<input type="checkbox"/>

August	Leicester	3 Aug - 17 Aug	<input type="checkbox"/>
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June/ July	The David Beckham Academy	4 Jul - 11 Jul	<input type="checkbox"/>
		11 Jul - 18 Jul	<input type="checkbox"/>
		18 Jul - 25 Jul	<input type="checkbox"/>
		25 Jul - 1 Aug	<input type="checkbox"/>
		4 Jul - 18 Jul	<input type="checkbox"/>

August	British	31 Jul - 14 Aug	<input type="checkbox"/>
	Village	13 Aug - 27 Aug	<input type="checkbox"/>

5. Are you CRB checked? Please give details

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PLEASE NOTE: ANGLOPHILES REQUIRES ALL LEADERS TO GET AN ENHANCED CRB DISCLOSURE

6. Academic Education

Dates	Institution	Qualifications
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7. Previous Coaching Experience (If applicable)

Employer: Responsibilities: Dates: Position:
Employer: Responsibilities: Dates: Position:

8. Activities you can offer. Please rate yourself on scale 1 to 3

1 = Qualified in this activity	2 = Able to supervise	3 = Willing to assist
Badminton =	Basketball =	Bowling =
Cricket =	Dance =	Drama =
Media =	Music =	Netball =
Roller-skating =	Squash =	Swimming =
Team games =	Tennis =	Trampolining =
		Computers =
		Football =
		Photography =
		Table tennis =
		Other=

9. Professional References (2 required)

First reference	Second reference
Name:	Name:
Position:	Position:
Address:	Address:
Telephone (including code):	Telephone (including code):
E-mail:	E-mail:

For office use

Due to the very large number of applications, we are only able to contact successful applicants. If you have not heard from us within 3 weeks, please assume that your application has not been successful on this occasion.

Thank you for your interest in working for Anglophiles Academic and for taking the time to fill in this form.

Please return your completed application form and CV to Anglophiles Academic, 140-144 Freston Road, London, W10 6TR

CHILDREN ACT 1989

Declaration Regarding Suitability to Work with Children

To be completed by all Anglophiles staff

Full Name

Date of Birth

Home Address

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Have you ever: (please put a cross in the correct box)

YES NO

Been convicted of any offence against a child?

<input type="checkbox"/>	<input type="checkbox"/>
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Had a child removed from your care by the order of a court?

<input type="checkbox"/>	<input type="checkbox"/>
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Had a prohibition imposed on you at any time?

<input type="checkbox"/>	<input type="checkbox"/>
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Been disqualified from acting as a foster parent?

<input type="checkbox"/>	<input type="checkbox"/>
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Been proven negligent whilst supervising under 16's on activities or courses organised by any other organisation?

<input type="checkbox"/>	<input type="checkbox"/>
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If you have answered 'Yes' to any of the above questions, please supply the dates and circumstances:

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Section 70 (a) of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which he knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5.

I agree to the local authority arranging for police records to be checked for previous convictions of me, the staff member, subject to the Rehabilitation of the Offenders act 1974 and exemption orders.

Signed:.....

Date:.....

**ANGLOPHILES LEADER/SPORTS COACH
FEE CHART 2009**



NOTES:

1. The table below will tell you which programmes are running in which centres at which times, and the fees that apply
2. Anglophiles Leaders/Sports Coaches have self-employed status and are not subject to employee PAYE and National Insurance deductions
3. Candidates are welcome to apply for as many courses as they like

Please note that for The David Beckham Academy we need Activity Leaders ONLY, with very good knowledge of London and for Leicester and the British Village we also only need Activity Leaders.

For Funcoast World in Skegness, we require Tennis and Basketball Coaches AND Activity Leaders.

Pay will be in relation to qualifications and experience.

ALL FOOD AND ACCOMMODATION WILL BE PROVIDED AT ALL CENTRES.

PERIOD	CENTRE	DATES		NO WORKING DAYS	PAY	
		from	to		from	to
FEBRUARY	THE DAVID BECKHAM ACADEMY	14-Feb	21-Feb	8	£188	£210
		21-Feb	28-Feb	8	£188	£210

APRIL	D BECKHAM ACADEMY	11-Apr	18-Apr	8	£188	£210
		18-Apr	25-Apr	8	£188	£210
	LEICESTER COLLEGE	05-Apr	17-Apr	12	£329	£371
		12-Apr	23-Apr	12	£329	£371
		18-Apr	30-Apr	12	£329	£371

PERIOD	CENTRE	DATES	NO WORKING DAYS	PAY		
JUNE/JULY	FUNCOAST					
	ACTIVITY LEADERS	25-Jun	10-Jul	16	£350 £400	
		02-Jul	17-Jul	16	£350 £400	
		16-Jul	31-Jul	16	£350 £400	
	BASKETBALL COACH	02-Jul	17-Jul	16	£350 £400	
		16-Jul	31-Jul	16	£350 £400	
	TENNIS COACH	02-Jul	17-Jul	16	£350 £400	
		16-Jul	31-Jul	16	£350 £400	
	THE DAVID BECKHAM ACADEMY		04-Jul	11-Jul	8	£188 £210
			11-Jul	18-Jul	8	£188 £210
			18-Jul	25-Jul	8	£188 £210
			25-Jul	01-Aug	8	£188 £210
			04-Jul	18-Jul	14	£329 £371
	LEICESTER COLLEGE		04-Jul	18-Jul	14	£329 £371
			17-Jul	31-Jul	14	£329 £371
	BRITISH VILLAGE		03-Jul	17-Jul	14	£329 £371
		16-Jul	30-Jul	14	£329 £371	

AUGUST	FUNCOAST					
	ACTIVITY LEADERS	01-Aug	16-Aug	16	£350 £400	
		15-Aug	30-Aug	16	£350 £400	
	BASKETBALL COACH	01-Aug	16-Aug	16	£350 £400	
		15-Aug	30-Aug	16	£350 £400	
	TENNIS COACH	01-Aug	16-Aug	16	£350 £400	
		15-Aug	30-Aug	16	£350 £400	
	D BECKHAM ACADEMY		08-Aug	15-Aug	8	£188 £210
			22-Aug	29-Aug	8	£188 £210
	LEICESTER		03-Aug	17-Aug	14	£329 £371
	BRITISH VILAGE		31-Jul	14-Aug	14	£329 £371
			13-Aug	27-Aug	14	£329 £371