

Marymount Activity Leader/Coach Rep, 2017

Discovery Summer runs a range of innovative high quality residential summer courses for young learners/teenagers in top independent schools around the UK as well as 'day' courses for adults, teenagers and young learners in Kensington. Our students enjoy learning skills through a range of language activities in English. On our residential courses English children take part in both lessons and activities.

In our 2014 British Council inspection we were awarded 13 strengths out of a possible 15. Discovery Summer is currently ranked as the top multi-centre summer school in the UK.

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Please read "**Information for Applicants 2017 – Day courses in London (Non-residential)**" available to download from www.discoverysummer.co.uk/employment.php for details of course dates, salary and application procedure.
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Job Overview

You will be responsible for meeting and greeting students (8-13 years) and their parents at the coach pick up point in central London (near Gloucester Road Underground station), supervising students on the coach and ensuring students are collected by their parents at the drop off point at the end of the day. You will be responsible for planning, leading and assisting with a wide range of activities for the students. You will supervise students one excursion per week. You will assist with other duties as required.

Person Specification

- Experience of supervising and motivating children/teenagers
- Ability to lead sessions in e.g. sports, art, drama, photography, music, IT

Desirable

- Experience of organising events
- Sports coaching qualification
- Customer service experience
- First Aid (Discovery Summer will pay for a 1 day First Aid course if necessary)

Reporting to

Social Director and Course Director

Dress Code

Discovery Summer polo/sweat-shirt when acting as coach representative

When supervising activities you will wear sportswear (no short shorts or revealing t shirts)

Working Hours

- Monday to Friday from 8:15am to 6:15pm
- Your responsibilities will not end until all students have been collected by their parents
- Whether you are on or off duty you will be expected to put the welfare of the students first.

Pre-course duties

- Read the Staff Handbook and Discovery Summer publicity materials (brochure, website, blogs) and raise any queries you may have with Head Office or your line manager
- Reply to emails from your Course Director and Social Director so that they can get to know you and allocate you to activities
- Come to the centre with as many interesting ideas for the programme as you can
- Attend the course induction on the 22 and 23 June, 2017 and help set up the course centre.

The social programme includes a wide range of fun, interesting, challenging and safe activities suitable for a wide range of abilities e.g. arts & crafts, cookery, dance, sports, quizzes

- **Afternoon activities:** Plan, lead and supervise afternoon 'Multi-Activities' (different sessions everyday e.g. dance, drama, music, sport) sessions for approximately 15 students. We will allocate activities to match your skills/interests
- **Excursions:** You will assist with 1 per week. Organised by the Social Director, you will be assigned one group of approximately 15 international students. You will supervise them, pass on interesting information about the destination and ensure that they complete set tasks.

At all times, you will

- Involve English Student Hosts appropriately and ensure nationality groups mix as much as possible
- Exploit every opportunity for students to learn and practise English

Administrative duties

- Prepare plans for activities as directed by your Social Director in accordance with Discovery Summer guidelines
- Keep accurate registers, records of activities and details of student behaviour, welfare and disciplinary issues using the Discovery Summer Portal as required
- Where required, contribute to the centre blog with fun, informative and interesting material.

General/Pastoral duties

- Supervise students during break and lunch time
- Assist senior staff with any other duties/errands whilst students are in class
- Attend and participate in staff meetings
- Keep accurate registers, records of activities and details of student behaviour, welfare and disciplinary issues using the Discovery Summer Portal as required
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

Coach Representative duties

- Meet and greet parents/students at the pick-up point in central London and answer their queries as necessary
- Supervise the students on the coach on the way to/from the school
- Ensure that all students are supervised until they have been collected by their parents from the drop off point at the end of the day

All Discovery Summer Staff must:

- Commit to safeguarding and promoting the welfare of all course participants (students, English Student Hosts, staff, Group Leaders and Discovery Summer visitors) at all times
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students, student hosts and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Provide full and proper planning and recording documents as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner and uphold the good reputation of Discovery Summer

Discovery Summer's policy regarding alcohol, smoking and substance abuse

You are working with children. Consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.