



# INFORMATION FOR APPLICANTS 2017

## Day Courses in London (Non-Residential)

### Airport Reps - Heathrow

*Information about our vacancies at residential centres is in a separate document*

Accredited by **The British Council**, member of **English UK** and **Quality English**  
 Awarded 13 strengths out of a possible 15 in our **2014 British Council inspection**  
 Discovery Summer is currently ranked as the **top multi centre summer school in the UK**

#### Course Details:

Course Centre	Induction	Course Dates	Contract Length + induction	Age Range
<b>Family London Programme Half Day</b> Collingham, 23 Collingham Gardens, London, SW5 OHL	Fri 23 June Sat 24 June	Mon 26 June – Fri 11 Aug	6-7 weeks	Juniors 5-17 years, Adults 18+
<b>Queen's Gate Full Day London</b> Baden Powell House, 65-67 Queen's Gate, London, SW7 5JS	Fri 23 June Sat 24 June	Mon 3 July – Fri 11 Aug	4-6 weeks	Juniors 7-13 years,  Teens 13-16 years
<b>Marymount Full Day London</b> Marymount International School, George Road, Kingston upon Thames, KT2 7PE	Thurs 22 Fri 23 June	Mon 26 June – Fri 28 July	4-5 weeks	8-13 years

All staff work Monday to Friday. Hours vary by course centre and role. See job descriptions for full details.

#### Positions available:

Please read the full job descriptions before making an application

Job Title	Person Specification <i>For all posts, candidates require native/near native competence in English and must be eligible to work in the UK</i>	Years' EFL experience / Additional qualification	Band	Pay rate (gross)
<b>Teacher</b> (Collingham, Queen's Gate, Marymount)	Degree + CELTA/Trinity TESOL, BEd/PGCE (Primary, English or MFL) qualification + EFL experience with the appropriate age group.  Experience of task-based learning desirable.	5 years or more + DELTA/ Dip TESOL/ MA TESOL	1	£21.21 / hour *
		5 years	2	£19.08 / hour *
		3 years	3	£18.04 / hour *
		1 year	4	£16.95 / hour *
		Less than 1 year	5	£16.20 / hour *
<p><b>Collingham</b> – teachers typically teach in the morning from 9:00-12:30 with some also working in the afternoons from 13:30-17:00. Total 17.5 hours or 35 hours per week.</p> <p><b>Queen's Gate</b> – teachers teach/supervise activities from 9:00-17:00 with 1 hour of breaks. Total 35 hours per week.</p> <p><b>Marymount</b> – teachers' hours vary each day (see job description for full details).</p> <p><b>All centres</b> - teachers are paid for induction, meetings, INSET and student report writing (1 hour per week) at 50% of their normal hourly rate.</p>				
<b>Centre Assistant</b> (Collingham)	Some experience with children + customer service + administrative skills + ability to supervise students at break time and on museum visits. You'll need to have initiative, be well-organised, responsible and creative.			£330/week* + £15 supplement for qualified first aiders
<b>Centre Assistant</b>	Some experience with children + customer service + admin skills + ability to supervise arts & crafts, sports day, quizzes. You'll need to have initiative, be			£330/week* + £15 supplement for

(Queen's Gate)	well-organised, responsible and creative. Good knowledge of London tourist destinations is an advantage.	qualified first aiders
<b>Activity Leader</b> (Marymount only)	Experience of supervising and motivating children/teens and leading activities essential.  Ideally you will have a <b>sports/ art/drama or music</b> coaching/teaching qualification.	£345 / week* + £15 supplement for qualified first aiders.
<b>Activity Leader/Coach Representative</b> (Marymount only)	Excellent customer service skills essential as is experience of supervising and motivating children/teens and leading activities.  Ideally you will have a <b>sports/ art/drama or music</b> coaching/teaching qualification.	£395/week* + £15 supplement for qualified first aiders.
<b>Airport Reps Heathrow</b>	From <b>end June to Wed 9 August working 1-4 days per week</b> at Heathrow Airport. Meeting and greeting our international students (8-17 years) on arrival and checking them in on departure. Good customer service skills, well-organised, friendly and able to stand for long periods of time. You <u>must</u> be able to get to Heathrow easily by public transport.	£9.70 per hour +travel expenses (by public transport) + daily meal allowance £7 or £10 (depending on time spent at airport)

\*Returning staff receive an additional returners' supplement

Staff are paid statutory holiday pay (calculated at 12.07% of gross pay) with the final summer payroll.

## The application process:

1. Read the information below and relevant job description/s carefully.
2. **New applicants (including former English Student Hosts):** Email your **CV, covering letter/email and application form** to Leonora Child [leo@discoverysummer.co.uk](mailto:leo@discoverysummer.co.uk) (Mary Shipley [mary@discoverysummer.com](mailto:mary@discoverysummer.com) if applying for work at Heathrow) On your application form, please state the **exact** dates you are available to work, the post applied for and why you think you are suitable.  
**Returning staff:** Email [leo@discoverysummer.co.uk](mailto:leo@discoverysummer.co.uk) for a Returners' Application Form.
3. If your application meets our requirements, you'll be asked to complete a **recruitment test**.
4. If successful, you'll be invited for an **interview**. This may be face-to-face or by telephone/Skype, depending on where you live and the post applied for. At interview all gaps in your CV must be explained satisfactorily. As the post involves close contact with children, your commitment to safeguarding children will be discussed.
5. In some cases you may have a **further interview** with your prospective line manager and/or another member of Head Office staff.
6. We will take up at least two **references** from previous employers or course tutors. We will ask referees if there is any reason why you should not be engaged in situations where you have responsibility for, or substantial access to persons under 18. References may be taken up before your interview.
7. If your interview is successful you'll be asked to provide either a recent enhanced **DBS check** (UK residents) or a Report of Good Conduct/Police Report from the country you're living in.
8. If you don't have a recent enhanced DBS check you will be given instructions on how to apply for one. You will need to pay for the DBS check yourself (£48.80) but will be refunded half the cost (£24.40) with your first payroll.
9. Once all the documentation, including satisfactory references, is received we will send you a **contract together with additional documentation**.
10. You'll return the signed contract together with other required documentation.
11. If we have not seen proof of identity or original certificates, you must present these to us on arrival at the course centre. Copies will be kept on file.

### For all employment enquiries please contact:

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