

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 – Residential Courses 2017**" 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 planning, leading and assisting with a wide range of activities. You will supervise students on excursions and provide high-quality residential care and welfare to the students. You assist with other duties as required. If you are suitably qualified you may also coach tennis or work as a lifeguard.

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Person Specification

Essential

- 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
- First Aid or Lifeguarding Qualification (NPLQ) (Discovery Summer will pay for a 1 day First Aid course if necessary)
- Full driving licence and own car and willingness to use for business purposes (Business insurance and mileage will be covered by Discovery Summer)

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Reporting to

Social Director and Course Director

Dress Code

Smart casual when not supervising activities

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

Working Hours

- Working hours at the centre will be long and the work will be intense
- You will have one 24 hour period off per week plus additional time off during some working days
- Whether you are on or off duty, you will be expected to put the welfare of the students and staff first
- You will be asked to sign a waiver regarding the 48 hour working week.

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 and help set up the course centre.

Activity and Excursion Duties

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

- **Afternoon activities:** Plan, lead and supervise afternoon 'Multi-Activities' (*different sessions everyday e.g. dance, drama, music, sport*) or 'Clubs' (*2-3 times a week e.g. British sports, Science Club, Musical Theatre*) sessions for approximately 15 students. We will allocate activities to match your skills/interests
- **Evening activities:** Work with 1-2 Activity Leaders once or twice a week to plan and run an evening event. On other evenings, you will supervise the activity while others lead it
- **Excursions:** 2 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

- Attend and participate in daily staff meetings
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required
- Sleep in a room in close proximity to students and do wake-up/bedtime/mealtime duty as required. You will be accommodated at the course centre normally in a single room in a student residence
- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

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.