

Centre Assistant, Non-residential, Collingham 2019

In our [2018 British Council inspection](#) report we were awarded 14 strengths out of a possible 15.

Job Overview:

You will work with other Centre Assistants to assist senior and teaching staff with a variety of duties. You will assist with administration, welcoming parents, supervision of activities, off-site trips and break-times as well as assisting teachers in the classroom. You will normally work at our Family London course, Collingham but may be asked to assist on the course at Baden Powell House, Queen's Gate as necessary.

Person Specification:

Role Title	Centre Assistant, Collingham		
Reporting to	Centre Manager		
Dress Code	Smart clothes (i.e. No casual jeans, T-shirts or shorts).		
	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> First aid qualification (Discovery Summer will pay for a 1 day course if necessary) 	<ul style="list-style-type: none"> Proof of qualifications
Experience	<ul style="list-style-type: none"> Experience of working with children/teens Customer service experience 	<ul style="list-style-type: none"> Working with international students Experience of planning and leading activities and/or off-site trips 	<ul style="list-style-type: none"> Application form and CV Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> Good working knowledge of Word and Excel Very good interpersonal skills and genuinely enjoy working with young people Provides a clear and accurate model of the English language Capacity to work alongside colleagues, contributing effectively to a team Good administrative skills Able to work comfortably in a fast paced, intensive environment 	<ul style="list-style-type: none"> Experience of other IT packages Good at photography and writing blog posts Good knowledge of London sights Experience in behaviour management 	<ul style="list-style-type: none"> Application form and CV Interview Professional references
Personal attitudes and qualities	<ul style="list-style-type: none"> Organised and reliable with good administrative skills Professional, culturally aware and genuinely enjoys working with children/teenagers Hardworking, creative, energetic and committed to professional growth and development Can take initiative to ensure 		<ul style="list-style-type: none"> Application form and CV Interview Professional references

	the student experience, their safety and welfare is the priority		
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Course Centre	Staff Induction	Course Dates	Contract Length + pre-course induction	Age Range
London - Collingham Kensington	Friday 21 June Saturday 22 June	Monday 24 June – Friday 9 Aug	7 weeks	5-17 years + adults

Working Hours

- Classes are held from Monday to Friday 09.00 –17.00. You will need to arrive by 8:30am and will be able to leave once all students have been collected by their parents
- You may occasionally be asked to arrive earlier and/or leave later if necessary

Salary and benefits

- **£395 per week**
- Two day paid induction (pro-rata)
- Statutory holiday pay: **£45 per week** (calculated at 12.07% of gross salary)
- Work as a part of a strong team, gain experience working with international students, develop new skills

Pre-Course Duties

- Read the Staff Handbook/Job Description and raise any queries you may have with your line manager
- Attend the course induction and help set up the centre.

Duties (these will be shared between the 3 Centre Assistants)

Admin/Customer service

- Welcome and register students (aged 5+) and their parents/guardians at the school entrance
- Record mobile telephone numbers of parents/guardians in case of emergency or non-attendance
- At the end of classes, check student names against the register as they leave the building and never allow students to leave without the appropriate parent/guardian
- Ensure that no students leave the school unaccompanied during the day unless authorized by their parents/guardians and a consent form has been signed
- Inform Centre Manager of non-arrivals and contact parents/guardians as required
- Run the Tuck Shop
- Help staff with general duties (e.g. show new students to their classroom, photocopying, update notice-boards, clear up adult cafe, ensure classrooms are tidy and adequately stocked, prepare end of course certificates, assist with end of week presentations)

Supervision

- Assist teachers in the classroom if required
- Supervise communal areas during break times and ensure they are kept clean and tidy
- Assist teachers with supervision of students on local museum visits
- Together with the teens teacher, accompany teen students on Explore London trips (3 afternoons per week)
- Assist teens teacher with supervision of activities in the afternoons
- Supervise teen students during lunch break
- Act as a nominated first aid (if qualified)

Publicity

- Take weekly class photos and order them in time for Friday presentations
- Take photos of activities and update the blog (in conjunction with the Centre Manager)

Other duties

- 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 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)
- Complete all documentation 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 so as to 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.

Last updates 21/11/18