
Discovery Summer provides equal opportunities and is committed to the principle of equality regardless of age, nationality, ethnicity, religion, gender, sexual orientation or disability. We apply employment policies and procedures which are fair, equitable and consistent with the skills and abilities of our employees, the needs of the business and the expectations, safety and wellbeing of our students.

The application process:

1. For all posts, candidates must provide a clear and accurate model of the English language and must be eligible to work in the UK with a valid working visa, if required. This will be checked during the application process.
2. Complete the [online application form](#) and upload a copy of your CV.
3. If your application meets our requirements, you'll either be asked to complete a **recruitment test** (if required for the role) or invited for interview.
4. **Interviews** may be face-to-face by Skype video call or by telephone, 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. Depending on the role (e.g. senior management), there may be a second **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/course tutors. References may be taken up before your interview. References provided by candidates or from friends/colleagues will not be accepted.
7. Please note that any conditional offer of appointment is subject to satisfactory employment checks and that information will be verified. 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. Any offer of appointment may be withdrawn if, at any time, references are not received or it subsequently becomes apparent that the applicant has either knowingly withheld information or has provided misleading or false information.
8. If your interview is successful, you'll be asked to provide either an enhanced **DBS check** which is no more than 12 months old or a Report of Good Conduct/Police Report from the country you're living in.
9. If you don't have an enhanced DBS check which is less than 12 months old you will need to apply for a new check. We will assist you with the process and pay the full cost of the check.
10. A check against the 'Barred List' and 'Prohibited List' (if applicable) will also be made.
11. Once all the documentation, including satisfactory references, is received we will email you a **contract together with additional documentation.**
12. You'll return the signed contract together with other required documentation.
13. 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.

Pay and working hours:

1. Salaries vary depending on qualifications and experience.
2. **All staff** are paid statutory holiday pay, calculated at 12.07% of gross pay.
3. **Returning staff** receive a higher weekly/hourly pay rate than those listed here.
4. **Residential staff** are eligible for a discretionary contract completion/performance bonus.
5. **Residential staff** work 6 days week with one 24-hour period of paid time off each week.
6. **Residential staff** receive free board and lodging at our schools which is worth £52.85 per week.
7. **Non-residential staff** at Collingham, Queen's Gate and Marymount work Monday to Friday. Hours vary depending on the centre and job role and are detailed on the Job Descriptions.
8. Staff who are offered a contract which is shorter than the course itself may be offered a contract extension depending on performance (once staff have been observed) and on student numbers.

COURSE DETAILS: RESIDENTIAL COURSES

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length	Age Range
Radley College Oxfordshire	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 14 Aug	1, 2, 3, 4 or 5 weeks	11-14 or 14-17 years
Shrewsbury School Shropshire	Monday 1 July Tuesday 2 July	Wednesday 3 July – Wednesday 31 July	3 or 4 weeks	11-16 years
ACS Cobham Surrey	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	12-16 years
Woldingham School Surrey	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 7 August	2 or 4 weeks	8-13 years
Marymount International School Kingston-upon- Thames	Thursday 27 June Friday 28 June	Saturday 29 June – Saturday 3 August	3, 4 or 5 weeks	8-13 years
Winchester College Hampshire	Saturday 13 July Sunday 14 July	Monday 15 July – Monday 5 August	2 or 3 weeks	14-17 years

COURSE DETAILS: NON-RESIDENTIAL DAY COURSES (LONDON)

Course Centre	Staff Induction	Course Dates	Contract Length	Age Range
London - Collingham Kensington	Saturday 22 June	Monday 24 June – Friday 9 Aug	6-7 weeks	Juniors + Teens 5-17 years, Adults 18+
London - Queen's Gate Kensington	Saturday 22 June, Sunday 30 June	Monday 1 July – Friday 9 Aug	4-6 weeks	7-13 years
ACS - Cobham Surrey	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	4 weeks	12-16 years
London - Marymount Kingston-upon-Thames	Thursday 27 Friday 28 June	Monday 1 July – Friday 2 August	4-5 weeks	8-13 years

POSITIONS AVAILABLE: RESIDENTIAL COURSES *(please see Job Descriptions for full details)*

Job title	Brief person specification/responsibilities	Salary (gross)
Course Director (senior staff)	Candidates must have proven leadership, team management, organisation, admin and IT skills. Experience of working on a residential course + experience with young learners/teens is essential. This is a role that requires a high standard of professionalism and commitment.	Up to £779 per week + holiday pay £94 per week + guaranteed contact completion bonus £205 per week + one off payment of £425 for pre-course work + discretionary performance bonus
Director of Studies (senior staff)	Candidates must have a Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). Minimum 3 years' EFL teaching experience required. Ability to lead and manage a diverse team of teachers and deliver a stimulating academic programme is essential.	£646 per week + holiday pay £77 per week + one off payment of £300 for pre-course work + discretionary contract completion/performance bonus
Assistant Director of Studies (senior staff)	Candidates will ideally have Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). Experience of teaching children and teenagers in a range of settings is required as is proven ability to support a team of teachers.	£564 per week + holiday pay £68 per week + discretionary contract completion/performance bonus
Social Director (senior staff)	Candidates must have proven organisational ability as well as the communication skills required to lead a diverse team of Activity Leaders and implement a balanced and varied social programme. Experience of planning and overseeing activities and in supervising and motivating children/teenagers is essential.	£646 per week + holiday pay £77 per week + one off payment of £300 for pre-course work + discretionary contract completion/performance bonus
Administrator (senior staff)	Candidates must have demonstrable administrative, organisational and numerical skills. Ability to deal with	£487 per week + holiday pay £58 per week

	a range of situations and to work under pressure for long hours, is essential. Demonstrable inter-personal and customer care skills are essential. Pastoral/welfare experience + first aid qualification desirable.	+ discretionary contract completion/performance bonus
Activity Leader	Candidates must be confident in supervising and motivating children/teenagers and have the ability to lead sessions in a range of activities e.g. sport, drama, art, music, photography, IT.	£375 per week + holiday pay £45 per week + £15 per week supplement for qualified first aiders/lifeguards + discretionary contract completion/performance bonus
House Parent	Previous pastoral experience working with children/teenagers is essential. Candidates will have demonstrable inter-personal skills and customer care skills and will genuinely enjoy working with young people in a pastoral capacity.	£451 per week + holiday pay £54 per week + discretionary contract completion/performance bonus

Teachers

Job title	Brief person specification/responsibilities	Years' EFL exp./ Additional qual.	Band	Salary (gross)
Teacher (EFL)	First degree + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is essential. Experienced teachers and those early in their career are welcome to apply. Candidates will be committed to planning and teaching communicative lessons.	DELTA etc + 5 years	1	£533 per week + holiday pay £64 per week + discretionary contract completion/performance bonus
		5 years	2	£523 per week + holiday pay £63 per week + discretionary contract completion/performance bonus
		3 years	3	£513 per week + holiday pay £61 per week + discretionary contract completion/performance bonus
		1 year	4	£487 per week + holiday pay £58 per week + discretionary contract completion/performance bonus
		Less than 1 year	5	£441 per week + holiday pay £53 per week + discretionary contract completion/performance bonus

Teacher (EFL) Shrewsbury: See salary scale above + additional £20 gross per week

Strand Teachers: Young Entrepreneur, STEM/Practical Science, Presentation Skills/Debate ACS Cobham	Degree, appropriate PGCE is essential. Candidates will be committed to planning and teaching interactive classes. CELTA or Trinity TESOL desirable.	From £518 per week + holiday pay £62 per week + discretionary contract completion/performance bonus
Subject Teacher Winchester Pre-University	Degree, appropriate PGCE is essential. CELTA or Trinity TESOL desirable.	From £518 per week + holiday pay £62 per week + discretionary contract completion/performance bonus

POSITIONS AVAILABLE – NON-RESIDENTIAL DAY COURES (LONDON)

Job Title	Brief person specification/responsibilities	Years' EFL exp./ Additional qual.	Band	Pay rate (gross)
Teacher Collingham, Queen's Gate, Marymount	First degree + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is essential. Experienced teachers and those early in their career are welcome to apply. Candidates will be committed to planning and teaching communicative.	DELTA etc + 5 years	1	£22.83 per hour + holiday pay £2.75 per hour
		5 years	2	£20.53 per hour + holiday pay £2.47 per hour
		3 years	3	£19.42 per hour + holiday pay £2.34 per hour
		1 year	4	£18.25 per hour + holiday pay £2.20 per hour
		Less than 1 year	5	£17.44 per hour + holiday pay £2.10 per hour
Centre Assistant Collingham + Queen's Gate	Some experience with children + customer service + administrative skills + ability to supervise students at break time and on museum visits. Good knowledge of London tourist destinations is an advantage.			£385 per week + holiday pay £46 per week + £15 per week supplement for qualified first aiders
Activity Leader/Coach Representative Marymount only	Excellent customer service skills essential as is experience of supervising and motivating children/teens and leading activities. Ideally you will have a sports/ art/drama or music coaching/teaching qualification.			From £424 per week + holiday pay £51 per week + £15 per week supplement for qualified first aiders
Airport Reps Heathrow/Gatwick	From late June to mid-August working 1-3 days per week . Meeting and greeting 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 and/or Gatwick easily by public transport.			£10.25 per hour + holiday pay £1.23 per hour + certain expenses

For all employment enquiries please contact:

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