

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

### Job Overview

You are responsible for the smooth running and high-quality of the social programme provided at the centre. You are also responsible for managing a team of Activity Leaders, providing professional development support and social programme administration. You are a member of the Senior Management Team at the centre.

### Person Specification

<b>Role Title</b>	Social Director		
<b>Reporting to</b>	Course Director and Managing Director		
<b>Dress Code</b>	Smart clothes (i.e. No casual jeans, T-shirts or shorts) to be worn When supervising activities you will wear sportswear (no short shorts or revealing t shirts)		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• QTS (any discipline)</li> <li>• Sports/art/dance/drama/music coaching qualifications</li> <li>• First Aid (Discovery Summer will pay for a 1 day First Aid course if necessary)</li> <li>• Full driving licence and own car and willingness to use for business purposes (Business insurance and mileage will be covered by Discovery Summer)</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability to lead, manage and motivate a diverse team of Activity Leaders</li> <li>• Ability to implement an effective and varied social programme of afternoon activities, evening activities and excursions</li> <li>• Experience of planning, overseeing and giving feedback on activity sessions</li> <li>• Proven leadership experience in supervising and motivating children/teenagers</li> <li>• Experience of working with international students</li> <li>• Committed to safeguarding and promoting the welfare of all course participants at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Previous employment with Discovery Summer</li> <li>• Readiness to participate in activities and assist with pastoral duties on residential courses</li> <li>• A good understanding of the needs of international students at English medium schools</li> <li>• Ability to ensure students develop new skills and explore British culture</li> <li>• Can provide feedback to ensure individuals' improved performance</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Outstanding oral and written communication skills</li> <li>• Culturally aware and genuinely enjoys working with children and teenagers</li> <li>• High level of competence in ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work as a part of a wider senior team to contribute to the development of the social programme and to create cross-curricular links</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrable administrative, IT, organisational and record keeping skills</li> <li>• Has a good eye for detail and enjoys working to exacting standards</li> </ul>		
<b>Personal attitudes and qualities</b>	<ul style="list-style-type: none"> <li>• A genuine commitment to delivering an innovative, stimulating and varied social programme</li> <li>• Demonstrable team worker, willing to contribute to the overall success of the programme</li> <li>• Commitment to professional growth and receptive to feedback</li> <li>• Energetic, creative, positive and enjoys working in a fast-paced environment</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

### Course Dates

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

### Working Hours

- You will work 6 days a week
- 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
- Our programmes are action packed - expect the hours to be long and the work to be intense.
- You will be asked to sign a waiver regarding the 48-hour working week

## Salary and benefits

- **£646 per week**
- One off payment of **£300 for pre-course work**
- Statutory holiday pay: **£77 per week** (calculated at 12.07% of gross salary)
- Set up and induction (usually 3-4 days) paid pro-rata
- Full board accommodation is provided – worth **£52.85 per week**
- Discretionary end of contract/performance bonus
- Relevant training e.g. First Aid

## Pre-course (before arrival at the centre):

- Read the staff handbook, SD checklist and Discovery Summer publicity materials (brochure, website, blogs)
- Attend the Senior Staff training weekend (12-14 April 2019)
- Familiarise yourself with the Discovery Summer Cloud and Portal so that you can guide staff to use them effectively (training will be provided, normally on the mock Portal)
- Contact all Activity Leaders for your centre, liaise with them to learn about their skills and abilities to ensure their talents are utilised
- Liaise with Course Director regarding House Parents and their rotas, days off and participation levels in social programme (this will vary from centre to centre)
- Plan the first week of multi activities, clubs and evening activities in detail; assign staff to activities
- Assign students to Colour Groups (if requested by the Course Director)
- Liaise with HO and be clear on all matters relating to the social programme (excursion bookings, facilities bookings, Special Sports Options etc.)
- With other members of senior team plan excursions and other details of the course
- Advise Head Office of any additional stock, and/or facilities or other requirements in sufficient time for these to be in place before start of course
- Prepare induction for Activity Leaders in conjunction with Head Office
- Be clear on all matters relating to any groups joining the course who may have special programmes
- Set an appropriate and professional tone for all course participants taking part in the social programme

## Pre-course (at the course centre):

- Prepare the 'social' room (materials on notice boards, tables, etc.)
- Make all Activity Leaders feel welcome and quickly integrated
- Deliver induction to Activity Leaders and Runners
- Ensure all areas used for social activities are risk assessed properly before student arrival
- Check details of transport/venues booked for excursions

## Centre Management

- Deputise for the Course Director if necessary
- Participate in daily meetings with the other members of the Senior Management Team to ensure the smooth running of all aspects of the course
- Follow systems and procedures as outlined in the staff handbook
- Be sufficiently flexible to deal with unexpected situations

## Safeguarding & Welfare

- Ensure the safeguarding and welfare of all course participants during out of class activities, reporting any issues to the Course Director
- Ensure all relevant risk assessments, are fully completed and understood by staff members
- Exploit every opportunity for nationalities to mix and for students to practise English
- Ensure proper procedures are carried out in all out of class activities for all areas of Health & Safety, e.g. Fire and First Aid
- Ensure that good discipline is maintained during activities and that Activity Leaders leave comments on the Portal after every session

## Team Management

- Communicate effectively with staff and students ensuring that everyone is clear about expectations
- Lead regular Activity Leader meetings that cover planning, administration, student and staff needs and staff development

- Ensure Activity Leaders work together as a team for the benefit of the students and requirements of the course
- Oversee the effective use of activity plans ensuring that each and every activity is recorded in detail and the electronic plans are made accessible for HO at the end of the summer
- Set an appropriate and professional tone for all course participants taking part in the social programme
- Act as a line manager for Activity Leaders and Senior Activity Leaders providing formal and informal feedback as outlined in the Staff Handbook
- Debrief Activity Leaders after each evening activity and provide continuous feedback
- Liaise closely with Course Director about House Parents and Runners who may also have responsibilities on the social programme
- Observe activities. Act to improve standards where required
- Provide continuing professional development according to the needs of the course and the staff e.g. deliver INSET sessions
- Marymount only - liaise with the Course Director and the Director of Studies to ensure Coach Representatives have a clearly defined set of tasks to complete during the day with set breaks

### **Afternoon and Evening Programme Management**

- Plan and ensure efficient delivery of a balanced, lively and imaginative social programme that is appropriate for the students and for the centre and which has a wide variety of activities catering for all abilities and interests
- Ensure the social programme is delivered according to the Discovery Summer standards as laid out in publicity materials and staff handbooks and make sure that all listed activities are included in the programme
- Lead regular student meetings to inform them about the social programme
- Ensure that all social programme administration happens efficiently and at the correct times
- In conjunction with Head Office and the Course Director, ensure stock ordering/social budget is monitored and recorded
- Lead and supervise activities when necessary (depending on student numbers)
- Ensure that social programme resources are well managed and used prudently
- Submit online Social Director log as advised by Head Office

### **Excursion Management**

- Accompany all excursions ensuring they run smoothly and that differing student needs are met
- Be clear on all matters regarding excursions (dates, times, venues, transport etc.)
- Liaise carefully with Head Office to amend excursion plans where necessary. Do not make any significant changes to excursions without discussing with Head Office
- Be clear about Discovery Summer's supervision policy for students on excursion
- Use the SD log on Portal to log all information about the excursions e.g. final numbers, any changes to the excursion, highlights, problems

### **English Student Hosts**

- Liaise with Student Host Team Leaders to help, guide and support English Student Hosts
- Ensure that English Student Hosts are managed appropriately
- Where appropriate, match English Student Hosts to activities based on their abilities and interests
- Make sure that any English Student Hosts with special educational needs are supported

### **Social/Academic Crossover**

- Liaise with the Director of Studies to ensure that students are fully prepared for excursions and that weekly themes are relevant and appropriate
- Work closely with the Senior Management Team to find new ways to integrate the academic and social programmes so that what is learned in class is consolidated and where possible, revisited during activities and while on excursion.

### **Facilities**

- Keep notice boards and displays up-to-date, fun and professional

### **Special Sport Options**

- In conjunction with members of the senior team, oversee the smooth running of Special Sports Options where relevant (i.e. producing daily/weekly registers, staffing, transportation, supervision)

## **General/Pastoral Duties**

- Liaise sensitively and courteously with host centre and all external providers (e.g. off-site sports venues, transport providers, entertainment providers, excursion venues) to ensure the efficient running of the social programme
- Liaise with Head Office regularly, providing them with feedback and numbers from excursions and Special Sport Options
- Undertake pastoral duties (wake up, meal times, bed time) as required. You will be accommodated at the course centre in a single room in a student residence
- Manage a tuck shop (if directed by Head Office)
- Liaise with the Course Director to ensure the blog is frequently updated with relevant and appropriate information/photos etc regarding the social programme
- Liaise with Course Director to ensure that feedback from course participants is collected, respond accordingly and record any action taken
- Carry out any other reasonable duties

## **End of and Post-Course**

- Ensure shutting down the centre is carried out effectively and does not have a negative impact on the students
- Manage packing of all social programme resources and ensure all social areas left as found
- Ensure all Activity Leaders receive a final appraisal on the portal which is signed off and submitted
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end and be prepared to be prepared to answer any further queries that may arise.

## **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 updated: 19/11/2018