

Information for Activity Director Junior Courses at Rye St Antony School

1. JOB DESCRIPTION

The Activity Director has responsibility for the on-site planning and implementation of a varied and extensive programme of activities and excursions at our residential course centre for junior students, who are of mixed nationality with an age range of 10-16 years. He/she is second in command to the Course Director who has overall charge of the programme, and acts as deputy to the Course Director when they are not available. The Activity Director manages a team of largely residential activity organisers, who have social, welfare and pastoral duties to fulfil. Teachers also work on the activity programme and therefore the Activity Director will in part supervise the teaching staff. He/she helps to ensure that good student welfare is maintained, reporting first to the on-site Course Director, or Director of Short Courses if the latter is unavailable; he/she will also liaise extensively with the SAO Director (St Clare's) over the detail of the programme and various bookings.

2. ACTIVITY DIRECTOR PROFILE

This is a key role. The Activity Director is one of our front-line representatives to Rye St Antony School, visiting agents, parents, group leaders and students. We are looking for an exceptional individual with natural PR skills, proven ability to lead a team, excellent organisational and communication skills and who has considerable experience of working with young people. Educated to degree level, a post-graduate multi-discipline teaching qualification will be an advantage, as will knowledge of the local area, specific sports or art skills together with experience of working with international students in residential situations. Ability to drive a minibus essential; first aid qualification desirable.

3. DUTIES

- i Living in residence, working a 6-day week with day off time-tabled by Course Director, as workload best allows.
- ii Assisting the Rye Course Director and St Clare's Director of Short Courses & Activity Director, as requested, in the preparation, planning and delivery of the junior and young junior courses.
- iii Arriving 3 days prior to start of courses to make on-site preparations: setting-up the course office; carrying out staff induction and briefing sessions; helping with course arrival and departure day(s); preparing for student orientation; allocating activity staff to specific activities and duties.
- iv Organising and maintaining the student notice boards throughout the courses.
- v Taking responsibility for the smooth running of the activity programme, ensuring that it is delivered effectively, as published and that recommended staff: student rations are maintained at all times.

- vi Contributing to daily staff meetings with teachers, activity staff and group leaders; ensuring that a clear rota for activity and office duty is established and that staff 'days off' are scheduled according to job descriptions.
- vii Holding regular meetings with the students so that they are clearly informed about the programme; ensuring that all students participate fully in the activities.
- viii Administering and recording course petty cash, ensuring that all receipts are kept and taking care that overspend does not occur.
- ix Organising staff to run a student tuck shop.
- x Time-tabling tennis and horse riding options.
- xi Reporting regularly to the Course Director/Director of Short Courses on the success of the activity programme, or on any specific problems that arise.
- xii At the end of the course, together with the Course Director, ensuring that materials are re-packed and the centre is left in good order at the end of the courses.
- xiii Providing or contributing to oral or written assessments and reports on individual students, groups of students and members of staff.
- xiv Composing a detailed written report on the implemented activity programme together with completed accounts, to be handed to the Director of Short Courses at the end of the summer period, including recommendations for future courses.

4. SALARY

SALARY PER WEEK	
Activity Director	£449
Setting/clearing up & Induction (4 days): £74.83 per day	

5. TERMS & CONDITIONS

- i **References & Checks**
All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake

additional checks on all employees working with our residential students who are under 18:

- Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.
- Police checks / Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent.
- Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.

- The College reserves the right to contact any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students.

ii **Statutory Deductions**

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations. St. Clare's, Oxford will require **P45s** (if available) and **National Insurance numbers** before commencement of employment. Employees with self-employed status will be required to sign a **P46** tax form and will be individually responsible for claiming back any tax refund. We will provide you with the Inland Revenue details should you require them prior to your course leaving date.

iii **Payment of Salaries**

All salaries are paid automatically to each staff member's bank account at the end of each week, one week in arrears. Statutory holiday entitlement with full pay may be taken at the end of the last course that is worked.

About St. Clare's, Oxford

St. Clare's, Oxford is an independent, non profit-making educational charity. Our mission is to advance international education and understanding. We offer a range of short course programmes, the majority of which take place during June, July and August. In addition to this we have a number of closed groups during the academic year as well as a range of long and short EFL courses primarily for adults. Our aim is to provide all our students with a high quality course where they not only increase their language ability but also have a memorable experience within an international context.

St. Clare's courses are for mixed nationality students and range from 10-16 years on our young junior/junior courses at Rye St. Antony school, to young adults (16+) on our Banbury Road campus and more mature adult students (18+), including non-native teachers of English, at our Bardwell Road Centre. We provide a full, varied and stimulating tuition and activity programme, which is suitable for each individual age group.

Full details of our courses, including dates, can be found in our Summer Courses and English Language Courses brochures. Alternatively, visit our website at <http://www.stclares.ac.uk>.

How to Apply

If, after reading the information above, you would like to apply for a position with us, please complete the enclosed/downloaded application form in as much detail as possible. It is helpful if a current photograph is attached. A short letter outlining your suitability to the job for which you are applying should also be provided.

Please forward your documentation to us as soon as possible. We will then contact you to arrange an interview. Appointments will be confirmed as soon as possible after interview and on receipt of suitable references. The number of staff required depend on our student numbers, which will be confirmed during the period between March and June. Please keep us informed if there are any changes to your availability, contact numbers or address.

Completed application forms and associated documentation should be returned to:

Short Courses Division, St. Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL, UK
Fax: +44 1865 310002