

Information for Activity Organisers

1. JOB DESCRIPTION

We are looking for enthusiastic and reliable activity staff who are committed to providing a quality programme and who will always have the students' best interests in mind. This is particularly the case for junior courses, where all staff have an 'in loco parentis' role and where special attention must be paid to the pastoral care and welfare of the students at all times. Activity Organisers report to the Director of Short Courses for contractual matters and to the Activity Director on each site for specific day-to-day duties.

2. ACTIVITY STAFF PROFILE

Preferably qualified as a teacher and/or sports instructor in one or more disciplines. Minimum requirement: with work experience of a similar nature or currently following a course of study at tertiary level with experience/special ability in the following areas: sports; drama; arts and crafts; knowledge of local area/culture. Candidates who hold a current first aid certificate, lifeguard qualification or driving licence (for minibus driving) are desirable.

3. DUTIES

- i Attendance at briefing session the day before contract commences (2 days for staff at junior course centre (see xii below).
- ii Under the direction of the on-site Activity Director to work a 6-day week in flexible shifts, the majority of which take place in the afternoons and evenings. Please note that activity organisers have one day off per week, which is unlikely to be at weekends.
- iii Excursions: to assist with planning of, and to implement, set excursions. During the excursion to act as a guide, keep all monies and receipts, and take care of the students at all times.
- iv To prepare for and implement activities on the programme. This may involve buying materials for which you will be reimbursed against receipts, confirming bookings/times of activities, poster-making, liaising with, and securing the co-operation of, teaching staff.
- v Attending regular (in some cases daily) staff meetings.
- vi Helping with office duties and administration where required.
- vii Being on duty on course arrival and departure days to assist with airport duty or administration at the course centre.

At Rye St. Antony Course Centre:

- viii Taking a pastoral role involving the supervision, welfare and discipline of students. This includes ensuring bedrooms are kept clean and tidy, bedtimes are adhered to, taking a nightly role-call and administering 'lights-out', being on night-duty on a rota basis, in case of emergency.
- ix Reporting to the Course Director or Welfare Officer immediately on any student illness, accident and loss or damage to property.
- x Checking that students are not in their rooms during lesson time.
- xi Organising a laundry rota for students.
- xii Supervising at meal times on a rota basis.
- xiii Arriving at the course centre 2 days before the start of the course to attend orientation sessions and to make preparations for the courses. A separate payment will be made for this period (please note that full-board accommodation is provided for residential posts).

4. SALARY

Activity staff are graded according to the following criteria:

Grade I: Experienced only

Grade II: Formal sports coaching or teacher qualified with experience and/or experienced but returning to work at Rye junior course centre.

SALARY PER WEEK		
Banbury Road Campus	Junior Courses - Residential	Junior Courses - Non-residential
i £206	i £225	i £206
ii £225	ii £245	ii £225

Supplements

- ◆ Additional sessions are paid at £17.15 per half day or evening.
- ◆ Induction and setting up at Rye St. Antony Junior Course Centre: £31.70 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