



## **Residential Activity Organiser: for juniors (10-15 year olds)**

### **Main purpose of the role**

To create a 'buzz' during 'out-of-class' hours on the St. Clare's residential summer course at Rye St. Antony by co-ordinating, with energy and enthusiasm, a range of cultural and recreational activities for students both on- and off-site.

### **Responsibilities**

1. Establishes a good rapport with juniors and young teenagers from across the world on the 'English & Activities' programme at the Rye campus.
2. Prepares the events and activities in advance, contributing to arts and craft sessions; sports training and competitions; dance, film and drama; quizzes, games, discos and karaoke events; cultural visits and excursions according to the needs of the pre-arranged programme.
3. Contributes to the leadership of activities and excursions during afternoons and evenings and at weekends according to the agreed 6-day rota: observing the St. Clare's guidelines for a successful event (see Staff Handbook for Junior Courses).
4. Assists with office duties and administration as required: collating lists for excursions, overseeing the loan of equipment, advertising upcoming events, making displays, selling stamps and telephone cards, responding to telephone calls from parents etc.
5. Understands fully the responsibilities associated with 'safeguarding' and 'duty of care' on a residential programme: supporting the students whilst maintaining a professional distance, completing 'risk assessments', monitoring student behaviour, encouraging integration, supervising meal times, accompanying students to hospital or doctor's surgery etc as necessary.
6. Takes an active role in the supervision, welfare and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring 'getting up' and 'lights out' routines, overseeing the laundry rota, making sure students shower and wash their clothes regularly, reporting damage or loss of property, responding to illness, homesickness and other emergencies as necessary.
7. Assists with student arrivals and departures at the beginning and end of each course according to the rota devised by the Course Director: accompanying students from and to the airport, welcoming to the Rye site, escorting to allocated rooms etc.
8. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.

### **Residential Activity Organiser: profile**

You must be enthusiastic, reliable and flexible, having the students' best interests in mind at all times.

- The minimum requirements: an interest in working with children and younger teenagers; 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, or knowledge of Oxford, the colleges and cultural opportunities in the area.
- Desirable skills: a current first aid certificate, lifeguard qualification, playing a musical instrument.

## Residential Activity Organiser: rates of pay (per 6 day week - 12 sessions per week)

Grade	Criteria	Pay incl Holiday Pay p/w	Benefits
<b>Grade 1</b>	For under 20 year olds with no nationally-recognised sports qualifications.	<b>£300.05</b> (incl. £32.31 HP)	Full- board accommodation on site
<b>Grade 2</b>	For over 20 year olds with no nationally-recognised sports qualifications or 18/19 year olds with a nationally-recognised sports qualification. Also returning staff under 20.	<b>£334.67</b> (incl. £36.04 HP)	
<b>Grade 3</b>	For over 20 year olds with a nationally-recognised sports qualification or teacher qualified status. Also returning staff over 20.	<b>£357.75</b> (incl. £38.54 HP)	

**Supplements:** Additional sessions agreed in advance by the Activity/Course Director @ £26.40 (incl. £2.84 HP) p/session.

## Residential Activity Organiser: Terms & Conditions

You report to the Director of English Language Courses for contractual matters and the Activity Director/Course Director on site for specific day-to-day duties.

- 3 and 6 week contracts available, from 10 – 30 July and 31 July – 20 August.
- Orientation and induction takes place prior to course start-date and attendance is required. Staff meetings are held most days and attendance is crucial.
- You will be required to work 12 sessions in flexible shifts (afternoons, evenings and weekends) over a 6 day week according to the rota and in consultation with the Activity Director/Course Director. You will have one day off per week which is likely to be a weekday.

## References and 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.

Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct from the country you have been working is essential if you have been working overseas.

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.

Satisfactory completion of a health questionnaire.

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 who are under the age of 18.

### **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.

Please apply using the application form, with short covering letter and current C.V., including two referees, one of which should be your current or most recent employer either by mail or email to:

The Director of English Language Courses  
St. Clare's, Oxford  
139 Banbury Road  
Oxford OX2 7AL  
Email: [lawrie.coupland@stclares.ac.uk](mailto:lawrie.coupland@stclares.ac.uk)

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