



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

### Main purpose of the role

To motivate the team on the St. Clare's 'Language & Activity' courses at Rye St. Antony to deliver a lively activity programme; and to contribute to the leadership team on site with regard to the residential, pastoral, cultural and recreational needs of students and the requirements of the rota.

### Duties and responsibilities

1. Arranges the games and sports equipment with the assistance of the members of the activity team: sets up the office, the wall displays, signage and welcome area for students: and repacks and provides feedback at the end of the course.
2. Inducts the team of Activity Organisers regarding student expectations, resources, facilities on site, office procedures, health & safety responsibilities and 'risk assessment' procedures.
3. Finalises the arrangements for the activity programme each week, checking bookings for coaches, facilities, outside suppliers and venues and ensures that means of payment is in place (vouchers, 'float', credit card etc.)
4. Oversees the rotas and allocates staff to 12 sessions throughout the week, matching where possible expertise to the activity and ensuring a 'free' session each day whenever possible.
5. Co-ordinates the first day orientation activities in the hall and around the site in the mornings and off-site in the afternoons: allocating roles and supporting as required; training in the procedures for excursions (the preparation phase, responsibilities associated with a group of up to 15 students, emergency procedures).
6. Liaises with the Senior Teacher, fostering links between the classroom and the excursions and visits wherever appropriate.
7. Monitors the quality and satisfaction levels of the activity programme by observing leaders in action and by analysing student responses.
8. Assists with welcoming students, parents and agents on arrival and departure day.
9. 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.
10. Takes an active role in the supervision, welfare and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring routines for 'getting up' and 'lights out', 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.
11. Takes responsibility for the site as 'duty manager' according to the requirements of the leadership rota: becoming 'first point of contact' for students, teachers, activity organisers, parents, agents etc. for agreed sessions each week, calling on the support of the Course Director as appropriate.
12. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.

### Residential Activity Director: profile

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

- Requirements: an interest in working with children and younger teenagers  
experience of managing and motivating a team
- Desirable skills: current first aid certificate, lifeguard qualification, playing a musical instrument.

## Rate of pay

(per 6-day week comprising 12 sessions of activity, residential or recreational support per week, 48hrs/wk standard)

Criteria	Pay incl Holiday Pay p/w	Benefits
Experience of managing and motivating a team	£587.83 (incl. £63.30 HP)	Full board accommodation on site

**Supplements:** Additional sessions agreed in advance by the Course Director @ £27.74 (incl. £2.99 HP) /session.

## Terms & Conditions

You report to the Director of English Language Courses for contractual matters and the Course Director on site for specific day-to-day duties. Assistance and training will also be provided by the Activity Director (139 Banbury Road).

- 6 week contract available, from 07 July to 17 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.
- Working hours (48 hours per week) take place over 6 days per week and may vary according to the rota and the needs of the students. You will have one day off per week.

## 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:

- 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. *One referee must be your current or most recent employer. References from friends or relatives will not be acceptable.*
- Police checks / Disclosure and Barring Service (DBS) check must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from or living abroad.
- 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 is a condition of employment.

## 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.

## Applications

Please apply by completing the application form (link given below). You may also include a short covering letter and current CV along with your application form.

Please provide details of two referees to include addresses, email addresses and telephone numbers (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

Please complete this **APPLICATION FORM**. You can also find the form on our webpage <http://www.stclares.ac.uk/summerjobs.php>.

Applications must be submitted **by email** to [ivy.rudd@stclares.ac.uk](mailto:ivy.rudd@stclares.ac.uk) or **by post** to:

**Ivy Rudd**  
**Short Courses Administrator,**  
**St Clare's, Oxford,**  
**139 Banbury Road, Oxford, OX2 7AL**

Appointments will be subject to DBS (formerly known as CRB) check and satisfactory references.

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