



## Summer Assistant Activity Director: for older teenagers (15-17)

### Main purpose of the role

To manage and motivate the Activities team on the St. Clare's summer courses at the Banbury Road campus, in order to deliver an Activity Programme that is truly engaging for the teenage 'client', both on- and off-site, in close collaboration with the Activity Director.

### Duties and Responsibilities

1. To assist the Activity Director in delivering all aspects of the pre-arranged Activity Programme, and to take the lead on managing, motivating, supporting and encouraging both staff and students when the Activity Director is not on-site.
2. To take an active role in promoting the ethos and objectives of St Clare's and maintaining the College's international reputation for quality, professionalism and friendliness.
3. To induct new Activities Organisers in accordance with the Handbook, ensuring they are briefed on all aspects of their duties, the campus and the programme.
4. To assist in welcoming students, participating in orientation at the start of each course, and in leaving ceremonies at the end.
5. To prepare events and activities in advance, including: arts & crafts; sports (training & competitions); dance, film & drama; quizzes, games, discos & karaoke; cultural visits & excursions, according to interests and expertise.
6. To plan scheduled excursions in detail, including training staff in off-site procedures.
7. To prepare and distribute the staff rota a week in advance, taking into account staff requests where possible.
8. To co-ordinate office and administration duties, including: collating excursions lists, collecting payments, overseeing equipment loan, advertising events, and making displays.
9. In collaboration with the Dean of Students, to take active responsibility for student welfare, including: ensuring that 'safeguarding' and health & safety procedures are adhered to; monitoring student behaviour; encouraging integration; and accompanying students to the doctor or to hospital if required.
10. To monitor student satisfaction through informal observation and formal feedback questionnaires, reporting any issues or concerns as they arise.
11. To represent the best interests of St. Clare's in all dealing with staff, agents, parents and students.
12. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students.

### Person profile

This is a key leadership role throughout the summer months, and ideal candidates will be responsible and enthusiastic, reliable and flexible, keeping the students' best interests in mind at all times.

- As a minimum requirement, the candidate will: show a keen interest in working with teenagers from across the world; have strong leadership skills; and will demonstrate their experience of managing and motivating a team.
- A current first aid certificate, lifeguard qualification or full, clean driving license (for driving minibuses) would be desirable, as would a relevant nationally-recognised sports qualification.

### Terms & conditions

- You will report to the Director of English Language Courses for contractual matters, and the Activity Director on site for specific day-to-day duties.
- The contract lasts for 9 weeks, 16 June – 17 August.
- You will be required to attend orientation, induction and training in the week prior to the start of the courses.
- The working week runs from Sunday to Saturday, during which you must be prepared to work flexible shifts on a weekly rota, to include afternoons, evenings and weekends. You will have one day off per week, which is likely to be a weekday.
- You will be required to take full responsibility of the activity programme for week 5 as the Acting Activity Director.

- Rate of pay:

Criteria	Weekly Rate of Pay	Benefits
<ul style="list-style-type: none"> <li>• Experience of managing and motivating a team</li> </ul>	<b>£480.86</b> (including £51.78 holiday pay)	1 meal per day* & Subsidised accommodation may be available.
	<b>£587.83</b> (including £63.30 holiday pay) for week 5 of the summer course as the Acting Activity Director	

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

\* Meal to be taken when on duty.

## 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) checks 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 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.

Updated 11 March 2013 IR