



Residential Activities Organiser: for juniors (aged 10-15)

Main purpose of the role

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

Duties and Responsibilities

1. To establish a good rapport with young teenagers from across the world, as part of the English & Activities programme at the Rye St. Antony Campus.
2. Under the supervision of the Course and Activity Directors, to prepare in advance of events and activities, including arts & crafts, sports training and competitions, dance, film & drama, quizzes, games, discos and karaoke events, cultural visits and excursions.
3. To contribute to the leadership of activities and excursions, observing the St. Clare's guidelines for a successful event (see Staff Handbook for Junior Courses), during afternoons, evenings and weekends.
4. To assist with office and administration duties as required, including collating: lists for excursions, overseeing equipment loan, advertising events, making displays, selling sundry items, and liaising with parents.
5. To be actively involved in the 'safeguarding' and 'duty of care' aspects of the residential programme, including: supporting the students whilst maintaining a professional distance, completing risk assessments, monitoring student behaviour, encouraging integration, supervising meals, and accompanying students to the doctor/hospital.
6. To take an active role in the supervision, welfare and discipline of students at all times, including: ensuring cleanliness of bedrooms, supervising 'getting-up' and 'lights out' routines, overseeing the laundry rota, promoting students' personal hygiene, reporting lost or damaged property and responding to illness, homesickness and emergencies as necessary.
7. To assist with student arrivals and departures, according to the rota devised by the Course Director, including accompanying students to and from the airport.
8. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students.

Person profile

- The ideal candidate will be enthusiastic, reliable and flexible, keeping the students' best interests in mind at all times.
- As a minimum requirement, the candidate will show an interest in working with children and younger teenagers, and be qualified, or currently studying, to a tertiary level in sport, drama, art or crafts. Alternatively, the candidate will have demonstrable experience in a similar role, along with a working knowledge of Oxford, the colleges, and cultural opportunities in the area.
- A current first aid certificate or lifeguard qualification would be desirable, as would be playing a musical instrument.

Terms & conditions

- You will report to the Director of English Language Courses for contractual matters, and the Activity Director and Course Director on site for day-to-day duties.
- The course dates are 7– 27 July and 28 July – 17 August. Contracts will be offered for the duration of either or both of the courses (3 or 6 weeks).
- You will be required to attend orientation and inductions prior to the course start date, as well as staff meetings on most days during the course.
- The working week runs from Sunday to Saturday, during which you will be required to work 12 sessions as part of a flexible 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 offered a rate of pay depending on your qualifications and experience (per 6 day week -12 sessions per week):

Grade	Criteria	Weekly Rate of Pay	Benefits
Grade 1	Under 20 years old, without a nationally recognised sports qualifications.	£315.24 (including £33.95 holiday pay)	Full board accommodation on site
Grade 2	Over 20 years old, without a nationally recognised sports qualifications 18/19 years old, with a nationally recognised sports qualification. Returning staff under 20.	£351.62 (including £37.87 holiday pay)	
Grade 3	Over 20 years old, with a nationally recognised sports qualification or teacher qualified status. Returning staff over 20 years old.	£375.86 (including £40.48 holiday pay)	

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

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 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 the application form on our college website: <http://www.stclares.ac.uk/summerjobs>.

Applications must be submitted **by email** to 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