



Summer Activity Organiser: for older teenagers (aged 15-17)

Main purpose of the role

To create a 'buzz' during out-of-class hours on the St. Clare's Summer English courses, 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 the teenagers from across the world on the English Language and IB Summer courses.
2. Under the supervision of the Activity Director, 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 according to interests and expertise.
3. To contribute to the leadership of activities and excursions, observing the St. Clare's guidelines for a successful event (see Staff Handbook), during afternoons, evenings and weekends.
4. To assist with office and administration duties as required, including collating lists for free excursions, collecting payments for additional trips, overseeing equipment loan, advertising events, making displays, etc.
5. To be actively involved in provision of the 'duty of care', including completing risk assessments, monitoring student behaviour, encouraging integration, and accompanying students to hospital or doctor's surgery, etc.
6. To assist with student arrivals on busy Sundays, and if time permits, with escorting students to their residences at curfew in the evenings.
7. To perform other duties as reasonably required to promote an educational 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 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 a clean driving licence and experience of driving minibuses.

Terms and conditions

- You will report to the Director of English Language Courses for contractual matters, and the Activity Director on site for day-to-day duties.
- Courses run from 16th June to 17th August. Contracts ranging from 3-9 weeks will be offered during that period.
- 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:

Grade	Criteria	Weekly Rate of Pay	Benefits
Grade 1	Under 20 years old, without a nationally recognised sports qualifications.	£292.42 (including £31.49 holiday pay)	1 meal per day* & Subsidised accommodation may be available
Grade 2	Over 20 years old, without a nationally recognised sports qualifications. 18/19 years old, with a nationally recognised sports qualification.	£328.97 (including £35.43 holiday pay)	
Grade 3	Over 20 years old, with a nationally recognised sports qualification or teacher qualified status.	£353.36 (including £38.05 holiday pay)	

Supplements: Additional sessions @ £27.74 (incl. £2.99 HP) half day or evening. Accommodation may be available to rent within college for the right candidate. If you require accommodation, please notify us in your application.

* Meal to be taken while 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) 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 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** 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.