



Residential Activity Director: for juniors (aged 10-15)

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 Director of Studies, 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, instructors, 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.

Person profile

Applicants should write about the following essential **(E)** or desirable **(D)** skills and experience in their 'supporting statement' which is part of the College's standard application.

Education and Qualifications
<ul style="list-style-type: none"> • A graduate or studying towards a first degree (E) • Good level of computer skills (Excel, Word, Prezi etc) (E) • A current First Aid certificate (D)
Knowledge and experience
<ul style="list-style-type: none"> • Proven experience of managing and motivating a team (E) • Proven experience of prioritising workload and meeting deadline/ targets (E) • Proven ability to work under pressure role (E)
Personal skills and attributes
<ul style="list-style-type: none"> • Driven, hardworking and enthusiastic individual who pays close attention to detail (E) • Strong organisational and time management skills (E) • The ability to communicate clearly and effectively with young people from across the world (E) • Demonstrates a high level of initiative in planning and leading activities in sport, drama, arts and crafts and music (E) • The ability to actively engage young people in the benefits of excursions to cultural attractions in the UK (E) • The ability to create a safe, integrated and engaging environment for young people. (E)

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	£555 (incl. £59.77 HP) (+ responsibility allowance, depending on the division of responsibility between the DOS and the Director of Activities as agreed with the Course Director)	Full board accommodation on site

Supplements: Additional sessions agreed in advance by the Course Director @ £28.43 (incl. £3.06 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 06 July to 16 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 criminal records and 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. 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 follow the guidance in Safeguarding Children and Safer Recruitment in Education) and undertake additional checks on all employees:

- Full written references, and phone references on quoted referees, including current employer, maybe obtained before or after interview. On occasion, further information 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. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer. References from friends or relatives will not be accepted.
- The College reserves the right to make contact with 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 or vulnerable adults. This is to establish the reason for leaving the position.
- Police checks / Disclosure and Barring Service checks will 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.
- Satisfactory completion of a health questionnaire.

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

Applications must be made using the College's standard application form for non-teaching staff which can be found on the College's website at www.stclares.ac.uk/summerjobs. Applications should ideally be submitted by email to leen.vanbroeck@stclares.ac.uk.

Alternatively, send to: Leen Van Broeck
Short Courses Administrator
St Clare's, Oxford
139 Banbury Road
Oxford OX2 7AL
Tel: 01865 552031

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

Updated March 2014 LVB