



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

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) • A current Lifeguard certificate (D)
Knowledge and experience
<ul style="list-style-type: none"> • Proven experience in a similar role (D) • 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, dance 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)

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 6 – 26 July and 27 July – 16 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.	£323.12 (including £34.80 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.	£360.41 (including £38.81 holiday pay)	
Grade 3	Over 20 years old, with a nationally recognised sports qualification or teacher qualified status. Returning staff over 20 years old.	£385.26 (including £41.49 holiday pay)	

Supplements: Additional sessions agreed in advance by the Activity/Course Director @ £28.43 (incl. £3.06 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 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 (Ms)
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.

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