



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

Applicant 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 in a similar role (D) • Proven ability to work under pressure role (E) • A working knowledge of Oxford, the Colleges and cultural opportunities in the area (D)
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 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.
- We offer 3 or 6 week contracts with the following start dates, Sunday 15th June, Sunday 6th July, and Sunday 27th July. We do not offer contracts beyond Saturday August 16 2014.
- You will be required to attend orientation and inductions which take place on the Saturday afternoon before the contract start date.
- 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.	£299.73 (including £32.28 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.	£337.19 (including £36.31 holiday pay)	
Grade 3	Over 20 years old, with a nationally recognised sports qualification or teacher qualified status.	£362.19 (including £39.01 holiday pay)	

Supplements: Additional sessions @ £28.43 (incl. £3.06 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 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.

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