

## JOB DESCRIPTION – SUMMER RESIDENTIAL ASSISTANT ACTIVITIES DIRECTOR (14+)

*Candidates are expected to look at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) as it provides information about St Clare's and the courses we offer.*

JOB DESCRIPTION	
<b>Title of Post</b>	Summer Residential Assistant Activities Director (14+)
<b>Purpose of Role</b>	<p><b>Activities Role:</b> To manage and motivate the Activities team on the St Clare's summer courses at the Banbury Road campus in order to deliver an Activities Programme that is truly engaging for the teenage 'client', both on- and off-site and in close collaboration with the Activities Director. To contribute to the leadership team on site with regards to the residential, pastoral, cultural, and recreational needs of students.</p> <p><b>Residential Role:</b> To assist a Senior House Parent and House Parent in looking after students in a boarding house and contribute to the wider framework of the College as necessary.</p>
<b>Reporting Structure</b>	You will report to the Summer Operations Director for contractual matters, and the Activities Director on site for specific day-to-day duties.
<b>Key Responsibilities</b>	<p><b>Activities Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To assist the Activities Director in delivering all aspects of the pre-arranged Activities Programme, and to take the lead on managing, motivating, supporting, and encouraging both staff and students when the Activities Director is not on-site.</li> <li>2. To take an active role in promoting the ethos and objectives of St Clare's and maintaining the College's international reputation for quality, professionalism, and friendliness.</li> <li>3. To induct new Activities Organisers in accordance with the handbook, ensuring they are briefed on all aspects of their duties, the campus, and the programme.</li> <li>4. To assist in welcoming students, participating in orientation at the start of each course, and in leaving ceremonies at the end.</li> <li>5. To prepare events and activities in advance, including arts &amp; crafts; sports (training &amp; competitions); dance, film &amp; drama; quizzes, games, discos &amp; karaoke, and cultural visits &amp; excursions, according to interests and expertise.</li> <li>6. To plan scheduled excursions in detail, including training staff in off-site procedures.</li> <li>7. To prepare and distribute the staff rota a week in advance, taking into account staff requests where possible.</li> <li>8. To co-ordinate office and administration duties, including collating excursions lists, collecting payments, overseeing equipment loan, advertising events, and making displays.</li> <li>9. In collaboration with the Summer Welfare Managers, to take active responsibility for student welfare, including ensuring that 'safeguarding' and health &amp; safety procedures are adhered to; monitoring student behaviour; encouraging integration; and accompanying students to the doctor or to hospital if required.</li> <li>10. To monitor student satisfaction through informal observation and formal feedback questionnaires, reporting any issues or concerns as they arise.</li> <li>11. To represent the best interests of St Clare's in all dealings with staff, agents, parents, and students.</li> <li>12. To actively promote St Clare's and the Summer Courses. This includes seeking opportunities to take photographs of students, share them with marketing, and recommend other courses.</li> <li>13. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students.</li> </ol>



	<p><b>Residential Responsibilities:</b></p> <p>14. To work with the other boarding staff to create a warm and friendly atmosphere, fostering a happy community spirit by supporting, helping and acting as a positive role model to all students</p> <p>15. To actively engage and help students learn the routines of the boarding house and assist with any problems. Any concerns about the well-being of students must be brought to the attention of the Senior House Parent/House Parent</p> <p>16. To uphold the rules of the House and pass on breaches of the rules to the Senior House Parent/ House Parent.</p> <p>17. To participate in the evening, weekend and overnight duty rota. Duties will include supervising a group of students, curfew times and providing overnight staff cover in the boarding house with a minimum of 1 night off per week.</p>
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TERMS AND CONDITIONS	
<b>Terms of Employment</b>	<ul style="list-style-type: none"> <li>The course dates are from Sunday 26 June – Saturday 13 August 2022</li> <li>You will be required to attend a 1-week orientation and induction prior to the course start date.</li> </ul>
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL

<b>Hours of Work</b>	The 6-day working week runs from Sunday to Saturday, during which you will be required to work 12 sessions/48 hours 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.
<b>Notice Period</b>	1 week
<b>Salary / Pay</b>	The weekly rate of pay is £484.43 (plus an additional £58.47 of incremental compensatory holiday pay). Induction training will be paid at the additional hours hourly rate of £9.50 per hour (plus an additional £1.15 per hour of incremental compensatory holiday pay). The college will of course honour any adjustments to salaries as required by the National Living Wage/National Minimum wage.
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary (i.e. the employer pays up to 10%, and the employee pays up to 5%). Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
<b>Meal</b>	1 meal per day is provided for local staff. All meals are provided for those residential roles living in accommodation or for non-residential roles living in subsidised accommodation.
<b>Accommodation</b>	Residential staff will be asked to perform reasonable pastoral and activities duties outside of contracted activities hours. If you require accommodation, please notify us in your application. <i>However, such availability cannot be guaranteed. Please note that accommodation changes would be required once or even twice during the contract for college operational reasons.</i>

PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>A graduate or studying towards a first degree <b>(E)</b></li> <li>Good level of computer skills (Excel, Word, Prezi etc.) <b>(E)</b></li> <li>A current First Aid certificate <b>(D)</b></li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>Proven experience of managing and motivating a team <b>(E)</b></li> <li>Proven experience of prioritising workload and meeting deadline/ targets <b>(E)</b></li> <li>Proven ability to work under pressure role <b>(E)</b></li> </ul>

	<ul style="list-style-type: none"> <li>• A working knowledge of Oxford, the Colleges, and cultural opportunities in the area <b>(D)</b></li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Driven, hardworking, and enthusiastic individual who pays close attention to detail <b>(E)</b></li> <li>• Strong organisational and time management skills <b>(E)</b></li> <li>• The ability to communicate clearly and effectively with young people from around the world <b>(E)</b></li> <li>• Demonstrates a high level of initiative in planning and leading activities in sport, drama, arts and crafts, dance, and music <b>(E)</b></li> <li>• The ability to actively engage young people in the benefits of excursions to cultural attractions in the UK <b>(E)</b></li> <li>• The ability to create a safe, integrated, and engaging environment for young people. <b>(E)</b></li> </ul>

<b>REFERENCES AND PRE-EMPLOYMENT CHECKS</b>	
<p><i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i></p> <p><i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i></p>	
<b>References</b>	<p>Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.</p>
<b>Identity, right to work and qualifications</b>	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <a href="#">Home Office website</a> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
<b>Police checks / DBS</b>	<p>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. <b>Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked as a <i>pre-requisite</i> of employment.</b></p>
<b>Health questionnaire</b>	<p>Satisfactory completion of a health questionnaire.</p>
<b>Prohibition order checks</b>	<p>Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.</p>

<b>HOW TO APPLY</b>	
<b>Applications</b>	<p>Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/contact-us/summer-vacancies">www.stclares.ac.uk/contact-us/summer-vacancies</a>. <b>CVs will only be accepted if accompanied by a St Clare's application form.</b></p>
<b>Email</b>	<p>Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a></p>

<b>Post</b>	Alternatively, send applications to the Summer Academic Director, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 552031
<b>Deadline for applications</b>	Open until position is filled
<b>Interviews</b>	Interviews are held by Skype or WhatsApp. The interview process includes some testing of key attributes so access to email and a computer is necessary.