

JOB DESCRIPTION –ACTIVITY LEADER FOR TEENAGERS

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	Activity Leader Teenagers (ages 14+)
Purpose of Role	To create a 'buzz' during out-of-class hours on the St Clare's Summer Courses by energetically and enthusiastically coordinating a range of cultural and recreational activities, both on and off site.
Reporting Structure	You will report to the Activities Manager on site for day-to-day duties.
Key Responsibilities	<p>Activities Responsibilities:</p> <ol style="list-style-type: none"> 1. To establish a good rapport with teenagers from around the world on Summer Courses. 2. Under the supervision of the Activities Director, to prepare in advance 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 as required. 6. To assist with student arrivals on busy Sundays. 7. To assist the Welfare Managers with curfew by escorting students to their houses after late night excursions and activities. 8. To actively promote St Clare's and the Summer and Online Courses. This includes seeking opportunities to take photographs of students, share them with marketing, and recommend other courses. 9. To perform other duties as reasonably required to promote an educational and enjoyable experience for the students (e.g. escorting visitors/agents, engaging with inspections etc.)

TERMS AND CONDITIONS													
Terms of Employment	<ul style="list-style-type: none"> The courses run: <ul style="list-style-type: none"> Sunday 18 June to Saturday August 19, 2023, with contracts from 4 weeks offered during that period. You will be required to attend an orientation and induction (paid at the additional hours hourly rate). During Summer Courses onsite this will likely be from 13:00 to 18:00 on the Sunday of your contract start date. 												
Place of Work	139 Banbury Road, Oxford, OX2 7AL.												
Hours of Work	The 6-day working week runs from Sunday to Saturday for the Summer Courses. During the Summer Courses 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.												
Notice Period	1 week												
Weekly Pay	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Weekly pay</th> <th style="width: 33%;">Holiday pay</th> <th style="width: 33%;">Total weekly pay</th> </tr> </thead> <tbody> <tr> <td>£ 504.00</td> <td>£ 60.83</td> <td>£ 564.83</td> </tr> <tr> <td colspan="3">Additional Hours (training, induction)</td> </tr> <tr> <td>£ 10.50</td> <td>£ 1.27</td> <td>£ 11.77</td> </tr> </tbody> </table>	Weekly pay	Holiday pay	Total weekly pay	£ 504.00	£ 60.83	£ 564.83	Additional Hours (training, induction)			£ 10.50	£ 1.27	£ 11.77
Weekly pay	Holiday pay	Total weekly pay											
£ 504.00	£ 60.83	£ 564.83											
Additional Hours (training, induction)													
£ 10.50	£ 1.27	£ 11.77											
Meal	1 meal per day for local staff, and all meals are provided for those living in subsidised accommodation.												
Accommodation	<p>Accommodation is subject to availability and is charged at the following.</p> <ul style="list-style-type: none"> £84 per week for a single room with ensuite or shared bathroom depending on the building. £42 per week sharing with ensuite or shared bathroom depending on the building. <p>Accommodation changes might be required once or even twice during the contract for college operational reasons.</p>												

PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
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, skills 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 around 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)
---------------------------------------	---

References and Pre-employment Checks

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.

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.

References	Two 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.
-------------------	---

Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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>
---	---

Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
----------------------------	--

Health questionnaire	Satisfactory completion of a health questionnaire.
-----------------------------	--

HOW TO APPLY

Applications	Applications must be made using the College's application form
---------------------	--

Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
--------------	---