



ST EDMUND'S COLLEGE SUMMER SCHOOL

All About St Edmund's



St Edmund's College Summer School



Welcome



The St Edmund's College Summer School is a leading international summer school, employing over 50 staff in a wide variety of roles, who work together to deliver high-quality, innovative approaches to learning, teaching and student care.

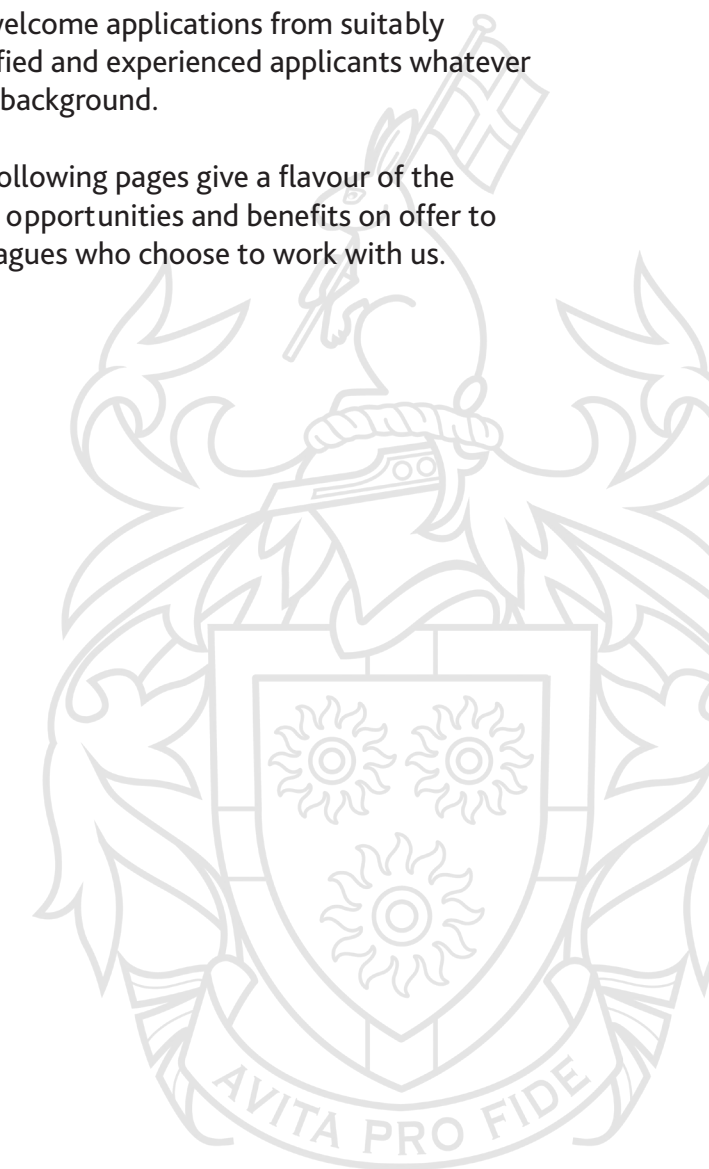
We are looking for individuals who are passionate about what they do, creative and enterprising, and want to contribute to the success of the St Edmund's College Summer School, its students, staff and the wider community.

We have adopted equality, diversity and inclusion as core values and aim to be a genuinely inclusive organisation for staff, students and the wider community.

Recruitment and career progression with the St Edmund's College Summer School are determined only by the selection criteria for the role.

We welcome applications from suitably qualified and experienced applicants whatever their background.

The following pages give a flavour of the great opportunities and benefits on offer to colleagues who choose to work with us.



Success at St Edmund's

The St Edmund's College Summer School is one of the UK's leading English language centres and enjoys an international reputation for teaching excellence and innovation as well as a student-experience-driven programme of action-packed, fun and engaging content.

Key achievements we are proud of:

British Council accredited



We are fully accredited by the British Council and was awarded 13 areas of strength in our latest inspections, which means we are ranked in the **top 5% of UK English language centres**.

A truly multicultural summer school

With a mixture of students studying English language, students who are already native English speakers and British students attending our summer schools, we create a **truly multicultural and international experience** for everyone.

A large following

We have over **5,000 alumni** from over 50 countries.

High ranking programmes

We are **ranked third place** out of 100 institutions in the 2021-22 *El Gazette*, UK Language Centre Rankings.

A long history

We have **25 years of success** in this sector with students attending from all over the world.

English tuition and Global Skills options

We offer tuition to suit different language abilities. This includes an option for students who already have a high level of English language proficiency with particular focus on **Global Skills** lesson content.

Caring, qualified and enthusiastic staff

We have an exceptionally high standard of staff, with a **staff-to-student ratio of 1:4** which is among the best in the industry.



Our strategy



We believe that for children to grow up prepared for life in the 21st century, education must focus on the whole individual. Our programmes offer students a fully integrated experience where they can explore, dream and discover through a mixture of classwork, excursions, artistic expression, sports, fun, relaxation and socialisation.

Our strategic goals

We will be a summer school that enables a student experience of the highest standard possible.

We will:

- ensure that learning and teaching are at the leading edge and relevant to contemporary contexts.
- provide an environment where students are proactively engaged in shaping their growth and development.

The St Edmund's College Summer School will provide an exceptional student-centred experience which is based on both internationally significant research and pedagogic best practice.

We will build on a tradition of distinction in academic, professional and social engagement to enhance our reputation as a summer school that educates confident citizens characterised by their generosity of spirit.

Infrastructure and services

We will be a summer school characterised by its sector-leading, high-quality, sustainable and cost-effective services, operating within a culture of continuous improvement.

We will:

- manage our activities to achieve self-sustaining and robust finances and a strong position relative to this sector.
- develop and enhance the quality and efficiency of the summer school's infrastructure and services.



Our students

The St Edmund's College Summer School is a very popular choice for prospective students from all nations and backgrounds. We receive students from the UK, EU and overseas.

Central to our strategy is delivering an outstanding student experience. We do this by providing the highest standards of learning and teaching, and actively involving students in shaping their own development

Teaching excellence

High-quality teaching lies at the heart of the St Edmund's College Summer School.

We are ranked third place out of 100 institutions in the *2021-22 El Gazette, UK Language Centre Rankings*.

We were also awarded 13 areas of strength in our latest British Council accreditation inspections, which means we are ranked in the top 5% of UK English language centres.

These rankings and ratings reflect the high standard of our teaching which consistently goes beyond the rigorous quality requirements for this sector.

Staying ahead

We aim to continue providing our students with a stimulating learning experience, including opportunities to develop skills both inside and outside their studies, with co-curricular content to fuel their enthusiasm and hone their abilities.

The summer school is continuously looking to the future needs of students. This includes embracing new ways of learning as well as being actively and thoughtfully engaged with our students in innovative and meaningful ways.



Our staff and culture



We recognise that our staff are key to our continuing success. We are committed to creating a vibrant and inclusive working environment which supports colleagues to flourish and enjoy what they do. We want colleagues to feel valued, empowered, challenged, stimulated, involved, appreciated and trusted.

We provide comprehensive and progressive employment conditions, including opportunities for staff development and career progression, and a commitment to enhancing the staff experience.

Our Performance Development Review process aims to ensure that we provide the best possible working environment for colleagues, improving staff wellbeing, creating a sense of community in the workplace, and encouraging discussion and open communication amongst colleagues at all levels of the institution.

Consultation and participation are important attributes of staff relations with colleagues contributing to key decisions.

We have comprehensive internal communications, at all levels, to ensure we continue to provide a stimulating and rewarding work experience for all our staff, at all stages of their careers.

Our values

In the development and nurturing of intellectual and enterprising creativity, we make our highest contribution to society.

Equality, inclusivity and the celebration of diversity must be the foundation for all we do.

We will never be content with anything other than a wholehearted commitment to the quality of the student experience.

Our guiding principles

These are defined as:

Generosity of spirit

We believe people flourish in a culture of respect and support, where we celebrate difference and thrive on each other's success.

Confidence

We have confidence in our staff and students, and we know that we prepare our alumni well for a fulfilling and valuable life. Through their successes, we continue to earn our outstanding reputation.

Connectedness

Our academic excellence is underpinned by a history of learning by doing. Our connections and our St Edmund's College roots are fundamental to our students' experiences and the summer schools' successful future.

Enterprising creativity

We are adaptable and flexible, and consider a fresh approach in everything we do - because we know our sustainability depends on a pioneering spirit.

Our history

Founded in 1568, St Edmund's College has a wealth of history and experience. Young by comparison, the summer school has operated for 25 years and has an international reputation as one of the UK's leading English language centres.

The College

St Edmund's College is 453 years old, and yet is a forward-thinking, imaginative and lively school.

Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site in 1793.

The Summer School

We have a long-established tradition of welcoming students from all over the world and our Summer School has been offering programmes for 25 years.

What started as a dedicated English language centre, has now evolved to include Global Skills principals that are designed to develop student's social and intellectual development alongside their English language proficiency.

This is based on the premise that students learn best when they are actively and thoughtfully engaged both in their immediate surroundings and in the wider world around them.

Our academic programmes now also include an option for native English speakers as well as Day Camps and Academies for local UK-based students.



Our campus



SPORTS FIELDS

SPORTS FIELDS

ASTROTURF PITCHES

TENNIS COURTS

SPORTS HALL

BOARDING ROOMS

MUSIC ROOMS

SCIENCE LABS

CLASSROOMS

SWIMMING POOL

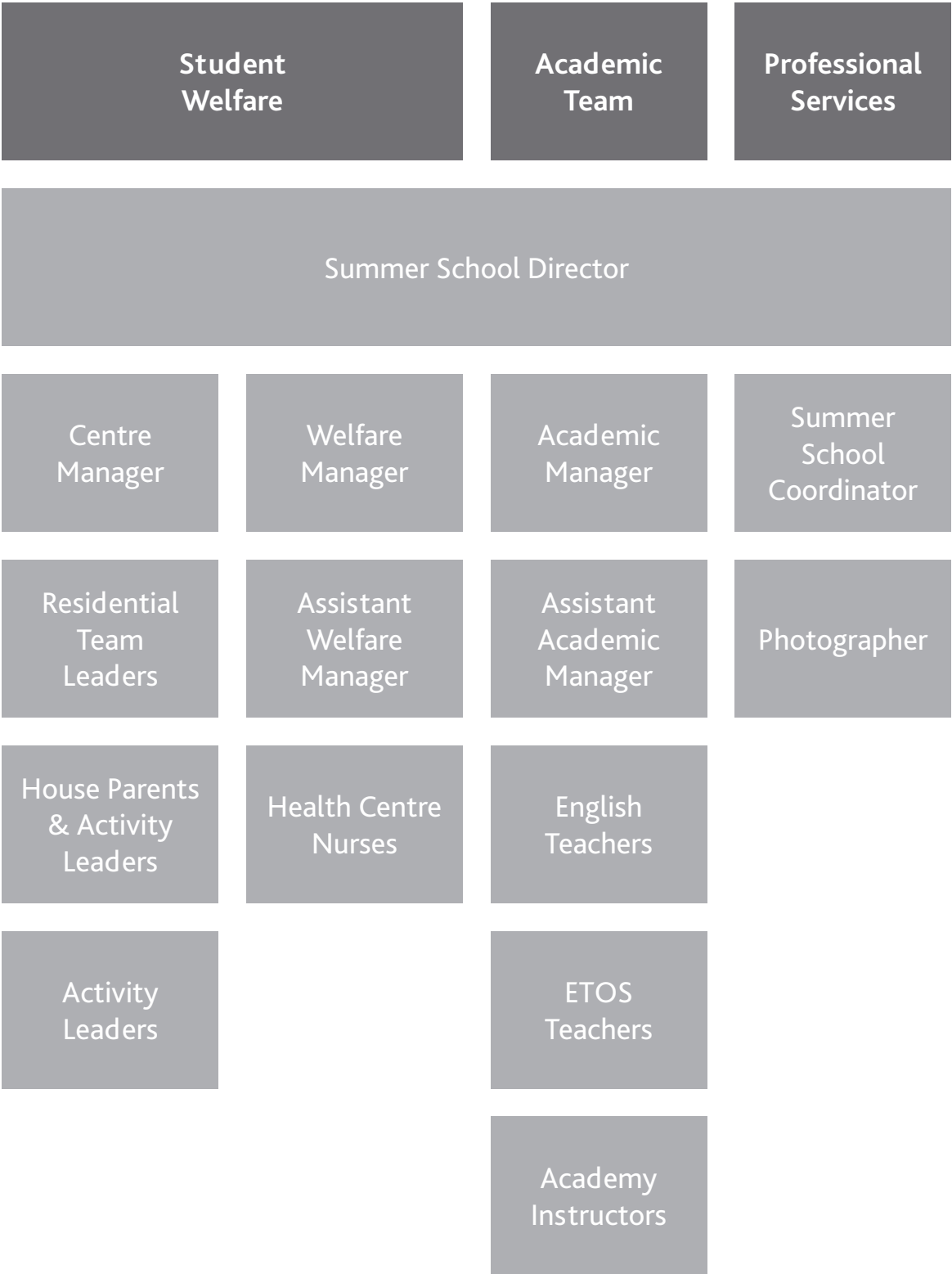
REFECTORY

CRICKET PITCH

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Herfordshire countryside, St Edmund's is a lovely place to live and work.



Our structure



Benefits of working with us



The St Edmund's College Summer School offers a wide range of benefits to enhance the staff experience.

There are many advantages enjoyed by most independent summer schools and their staff; a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community.

Relationships between students and staff, both teaching and non-teaching, are extremely strong.

Professional Development

We hold professional development to be of the utmost importance, and offer training before, during and after each summer school as part of our well-established Performance Development Review process.

Benefits

The St Edmund's College Summer School offers the following benefits:

- Excellent catering facilities including breakfast, lunch and dinner for all summer school staff as well as complimentary biscuits and hot drinks machines in the staff common room.
- Use of College sports facilities when not in use by students, including the gym and swimming pool.
- On-site accommodation if needed
- Free on-site parking
- Access to free counselling and health advice helplines.



How to apply

Vacancies

All vacancies are posted on the St Edmund's College Summer School website at:

www.stedmundscollege.com/work-with-us

From there you will be able to view all active vacancies and additional information on each role, including job adverts and job descriptions.

When necessary, and depending on the role(s), we may also advertise vacancies externally.

Policies

On our website, you can also access various policies, processes and guides. This includes our 'Safer Recruitment Policy', 'Performance Development Review' process and 'Our Hiring Process' guide.

Safeguarding

The St Edmund's College Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Baring Service (DBS).

We actively promote a safe and supportive international environment for all students. All our staff have a duty of care and must adhere to Safeguarding and Prevent duty requirements as detailed in our safeguarding policy.

Applications

All application forms should be submitted via email to summer@stedmundscollege.org before the advertised deadline.

You can also print your application and send it by post to:

Summer School Director,
St Edmund's College,
Old Hall Green, Ware,
Hertfordshire, SG11 1DS,
United Kingdom

Read the 'Our Hiring Process' guide to find out more about the application and selection process that we follow.

Get in touch

We aim to make our application process clear and accessible to all.

If you need help with the application process, please contact us on **+44 (0)1920 824348** or email summer@stedmundscollege.org.



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