

# Job Description

|                                            |                                                   |
|--------------------------------------------|---------------------------------------------------|
| <b>Job Title:</b>                          | House Parent & Activities Leader                  |
| <b>Contract:</b>                           | Fixed Term, Seasonal                              |
| <b>Hours:</b>                              | See detailed breakdown on page 3 of this document |
| <b>Salary:</b>                             | See detailed breakdown on page 3 of this document |
| <b>Department / Section:</b>               | St Edmund's College Summer School                 |
| <b>Reporting to:</b>                       | Residential Team Leader                           |
| <b>Line management responsibility for:</b> | None                                              |

## Summary of the Post:

As part of a large team, you will work to ensure the St Edmund's College Summer School achieves its goal of delivering an outstanding international summer school and to ensure all students' feel safe, included, motivated and empowered to develop their academic and social skills.

## Duties of the Post:

The main duties of the post will include:

1. To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant summer school policy.
2. Perform airport duties, meet & greet students on arrival days, escort students to/from airports and supervise check-ins on departure days
3. Be a House Parent on duty on boarding corridor for a specific number of nights per week. When on duty, be present on corridor from 21:30 to 07:30 and be available during that time to emerging students' needs
4. Attend morning briefings as directed
5. Supervise children during breakfast and dinner times
6. Teach/instruct afternoon ETOS classes as required
7. Lead afternoon activities as per rota
8. Supervise children going to bed and getting ready in the morning
9. Prepare children for End-of-Course Show
10. Accompany groups on excursions as required
11. Any other duties consistent with the post

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.**

Performance of the above duties is assessed during the summer school's operation and the Performance Development Review process.

**Person Specification:**

|                                                   | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Desirable</b>                                                                                                                                                                                                                                                                                     | <b>Method of Assessment</b>                                                                                                                                           |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b><br><br>(Candidate holds...) | <ul style="list-style-type: none"> <li>• If a non-native speaker of English, a recognised qualification demonstrating C2 level proficiency in English as a Second Language</li> </ul>                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Bachelors degree in field related to education, sports or child development; completed or in progress</li> <li>• Recognised sports coaching qualification</li> <li>• Emergency First Aid at Work certificate</li> <li>• Life Guard certification</li> </ul> | These determine eligibility for selection to interview.<br><br>Confirmed by production of applicant's certificates and discussion at interview.                       |
| <b>Experience</b><br><br>(Candidate has...)       | <ul style="list-style-type: none"> <li>• Some experience of working with children</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Experience of working with children in a residential environment</li> <li>• Teaching experience</li> </ul>                                                                                                                                                  | These determine eligibility for selection to interview.<br><br>Confirmed by contents of application form, discussion at interview and professional references.        |
| <b>Skills</b><br><br>(Candidate is able to...)    | <ul style="list-style-type: none"> <li>• Be a welcoming and friendly presence to foreign children</li> <li>• Pastorally support children in a boarding environment</li> <li>• Support children who are feeling lonely and homesick</li> <li>• Supervise and lead children during controlled activities</li> <li>• Deal with children's disciplinary issues as they arise</li> <li>• Work as part of a team</li> <li>• Ability to communicate effectively with students and staff</li> </ul> | <ul style="list-style-type: none"> <li>• Grade their spoken English for learners of English</li> <li>• Innovate and create new activities</li> <li>• A confident IT user, with proficiency in the use of Microsoft Office.</li> </ul>                                                                | Confirmed by contents of application form, discussion at interview and professional references.<br><br>These are also appraised during the summer school's operation. |
| <b>Qualities</b><br><br>(Candidate is...)         | <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Literature and Numerate</li> <li>• Professional</li> <li>• Consistent &amp; Reliable</li> <li>• Organised</li> <li>• Able to work independently</li> <li>• Personable</li> <li>• Pragmatic</li> <li>• Enthusiastic</li> </ul>                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Innovative</li> <li>• Self-confident</li> <li>• Inspirational</li> </ul>                                                                                                                                                                                    | Confirmed by contents of application form, discussion at interview and professional references.<br><br>These are also appraised during the summer school's operation. |

### Safeguarding:

The St Edmund's College Summer School complies with the DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education' and is committed to safeguarding and promoting the welfare of children and young people.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

### Dates & Hours:

Saturday 8<sup>th</sup> July 2023 until Saturday 19<sup>th</sup> August 2023.

Breakdown:

- 8 hours – 08/July/2023 – staff training
- 276 hours – 09/July/2023 to 19/August/2023 – daytime hours
- 220 hours – 09/July/2023 to 18/August/2023 – overnight hours
- holiday (paid in lieu)

### Salary and Benefits:

|                       | <u>23+ years</u> | <u>21-22 years</u> | <u>18-20 years</u> |
|-----------------------|------------------|--------------------|--------------------|
| Training (8 hours)    | £10.42 ph        | £10.18 ph          | £7.49 ph           |
| Daytime (276 hours)   | £10.42 ph        | £10.18 ph          | £7.49 ph           |
| Overnight (220 hours) | £10.42 ph        | £10.18 ph          | £7.49 ph           |
| Holiday               | £10.42 ph        | £10.18 ph          | £7.49 ph           |
| Accommodation Offset  | -£0.00           | -£0.00             | -£0.00             |
| Remuneration (Gross)  | <u>£5,817.25</u> | <u>£5,683.26</u>   | <u>£4,181.49</u>   |

### Supplementary Information:

Here are a few documents, and sources of information, that you might find useful when you consider applying to work with us:

- [www.stedmundscollege.com](http://www.stedmundscollege.com) – our summer school website.
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

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|---------------------|----------------------------------------|
| <b>Reviewed By:</b> | Mike Pengelly (Summer School Director) |
| <b>Review Date:</b> | November 2022                          |