

Job Description

Job Title:	Residential Team Leader
Contract:	Fixed Term, Seasonal
Hours:	See detailed breakdown on page 3 of this document
Salary:	See detailed breakdown on page 3 of this document
Department / Section:	St Edmund's College Summer School
Reporting to:	Summer School Director, Centre Manager
Line management responsibility for:	House Parent & Activities Leader

Summary of the Post:

The Residential Team Leader(s) will work closely with the Summer School Director, Centre Manager and Welfare Manager 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. Be a House Parent on sleepover duty as required
3. Design and implement activities as part of the wider Sports and Social Programme for relevant afternoons and evenings
4. To ensure all Sports and Social Programmes activities are sufficiently and appropriately resourced and operate within budget.
5. To plan and book off-site excursions, as part of the Sports and Social Programme, and manage student sign-up
6. Participate in airport transfers
7. Lead morning briefings as required and assist with induction sessions as required
8. Assist with allocation of student boarding corridors and rooms
9. Ensure the Code of Conduct is followed by staff and students
10. Support, supervise and appraise House Parents & Activities Leaders
11. Provide ongoing pastoral support to House Parents & Activities Leaders
12. Liaise with parents and agents vis-a-vis arising boarding issues
13. Deal with student and staff disciplinary issues
14. Deal with arising boarding corridor issues
15. Accompany groups on excursions as required
16. 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:

	Essential	Desirable	Method of Assessment
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> • If a non-native speaker of English, a recognised qualification demonstrating C2 level proficiency in English as a Second Language 	<ul style="list-style-type: none"> • Bachelors degree in field related to education, sports or child development; completed or in progress • Recognised sports coaching qualification(s) • Emergency First Aid at Work certificate • Life Guard certification 	These determine eligibility for selection to interview. Confirmed by production of applicant's certificates and discussion at interview.
Experience (Candidate has...)	<ul style="list-style-type: none"> • Experience being a House Parent at St Edmund's College, with an exemplary appraisal record 	<ul style="list-style-type: none"> • Excellent knowledge of local facilities 	These determine eligibility for selection to interview. Confirmed by contents of application form, discussion at interview and professional references.
Skills (Candidate is able to...)	<ul style="list-style-type: none"> • Effectively manage a House Parent team • Deal with serious staff and student discipline issues as they arise • Liaise with parents & agents as required • Assign staff and students to boarding corridors and rooms • Promote staff awareness and engagement with child protection protocols • Work as part of a team • Ability to communicate effectively with students and staff • A confident IT user, with proficiency in the use of Microsoft Office. 	<ul style="list-style-type: none"> • Innovate and create new activities • Conceptualise and enact new Summer School initiatives to enhance the student experience 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.
Qualities (Candidate is...)	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Literature and Numerate • Professional • Consistent & Reliable • Organised • Able to work independently • Personable • Pragmatic • Enthusiastic • Caring 	<ul style="list-style-type: none"> • Innovative • Self-confident • Inspirational 	Confirmed by contents of application form, discussion at interview and professional references. 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:

Thursday 6th July 2023 until Saturday 19th August 2023.

Breakdown:

- 24 hours – 06/July/2023 to 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 (24 hours)	£11.50 ph	£11.50 ph	£11.50 ph
Daytime (276 hours)	£11.50 ph	£11.500 ph	£11.50 ph
Overnight (220 hours)	£10.42 ph	£10.18 ph	£7.49 ph
Holiday	£11.50 ph	£11.50 ph	£11.50 ph
Accommodation Offset	-£0.00	-£0.00	-£0.00
Remuneration (Gross)	<u>£6,360.81</u>	<u>£6,302.33</u>	<u>£5,646.79</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 – 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.

Reviewed By:	Mike Pengelly (Summer School Director)
Review Date:	November 2022