



Learn and Smile in the same Language

LINES

Job description and person specification

Job description

Job title: Residential Counsellor (RC)

Department: Activities & Welfare

Reporting to: Centre Manager

Summary of organisation:

LINES Languages is an English language residential summer school provider, offering intensive English language and activity programmes to international students aged 10-18. LINES operates from two UK sites, Downe House School and Queenswood School.

Summary of role:

RC's ensure the enjoyment and safety of all students while they are outside school time. This includes pastoral care, leading evening and weekend activities and accompanying some excursions.

Duties and responsibilities:

- Set an example to the students.
- Ensure the well-being and safety of all students.
- Make themselves and their role known to students as they arrive.
- Wear their Lines T-shirt when on duty so they are easily identifiable to teaching staff and students.
- Encourage students to speak English at all times.
- Supervise dining hall at dinner time.
- Report any disciplinary issues i.e. smoking, bullying etc.
- Be aware of and report any pastoral problems, i.e. homesickness, hygiene, health (in particular, students not eating meals.)
- Organise evening and weekend activities for the students.
- Ensure equipment is well-maintained.
- Prepare equipment for activities.
- Lead and supervise the activities.

Downe House & Queenswood

- Take a register for the activity and report any missing students.
- Supervise students during free time, in the houses and outside, this may involve providing a film, organising a game etc.
- Ensure students are properly dressed and have what they need for excursions, i.e. bag, wristband (for ID), money etc.
- Assist teachers in supervising students on academic excursions.
- Be responsible for a group of students on weekend and evening excursions.
- Decorate the houses and provide a comfortable environment for the students.
- Organise the Friday night disco.
- Accompany airport arrivals and departures when required.
- Assist in student registration i.e. check-in and check-out.
- Carry out wake up and lights out duties when on rota.
- Find missing students when late to lessons.

Person specification

Education	Essential	Desirable
Degree/Undergraduate	X	
First Aid		X
Lifeguard		X
TEFL certificate		X
Experience		
Experience working with under 18s	X	
Experience working with speakers of other languages	X	
Experience in coaching sports or arts activities		X
Skills and personal qualities		
A native-speaker		X
Flexibility	X	
Communication	X	
Diligent	X	
Team Player	X	
Enthusiastic	X	
Hard Working	X	
Requirements		
DBS (CRB) or Garda Clearance or Police Clearance	X	

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Terms and conditions

Contract duration:

2 weeks minimum, with an extension of 1 or 2 extra weeks dependent on performance. **Must be eligible to work in the UK**

Hours of work:

RC's work 6 days per week, inclusive of Saturday and Sunday, with a minimum of one 24 hour period off.

Salary and holidays: £247.50 p/w plus holiday (£22.21 p/w)

Notice period: One week

Other benefits: Full board, internet access, use of school facilities

IMPORTANT: Must be eligible to work in the UK