



*Learn and Smile in the same Language*

## **LINES**

### **Job Description and Person Specification**

**Job Title:** Residential Counsellor (RC)

**Department:** Activities & Welfare

**Reporting To:** Head of Activities

#### **Summary of Organisation:**

LINES Languages is an English language residential summer school provider, offering intensive English language and activity programmes to international students aged 6-18. LINES operate from two UK sites, Downe House School and Queenswood School. LINES Languages Ltd is strongly committed to safeguarding and promoting the welfare for all students under 18. All staff working for LINES are expected to share the same commitment.

#### **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 students on 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, this is essential
- Wear their Lines T-shirt when on duty so they are easily identifiable to teaching staff and students.
- Attend training and induction prior to students arriving
- Encourage students to speak English at all times.
- Supervise dining hall at meal times.
- 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.

## Downe House & Queenswood

- Prepare equipment for activities.
- Lead and supervise the activities.
- 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 (when required).
- 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		
High proficiency of written and spoken English	X	
Flexibility	X	
Communication	X	
Diligence	X	
Team Player	X	
Enthusiastic	X	
Hard Working	X	

Downe House & Queenswood

Requirements		
DBS or Police Clearance, References	X	
References	X	

### **Terms and Conditions**

**Contract Duration:** 2 weeks' minimum, with an extension of 1 or 2 extra weeks, depending 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)

**Other Benefits:** Full board, internet access, use of school facilities

Please send CV to [recruitment@lines.ac](mailto:recruitment@lines.ac)