

Summer School Residential Activity Leaders & House Parents

Downe House School, (Berkshire) & Queenswood, (Hertfordshire)

Friday 3rd – Saturday 25th July 2020.

A limited number of contracts available to finish Saturday August 1st, 2020

Accommodation and all meals included.

Are you creative, energetic, and enthusiastic and have a sense of fun?

Do you have a passion for leading and inspiring young people in a truly international environment, putting them at the heart of everything you do?

We are offering you an exciting opportunity to join our residential summer school team and work with young people from over 25 different countries to lead activity sessions, excursions, sports tournaments and social events, as well as being available to look after individual student welfare and pastoral care needs.

We want people who are equally at home running a competitive 5-a-side football session as they are managing the needs of a student who is homesick or who has mis-behaved.

Make no mistake: both are demanding roles, working long and sometimes unpredictable or unsociable hours, including overnight and weekend supervision of students.

However, the rewards are many: a positive, buzzing school environment where you can gain valuable skills for your CV and meet and make friends with people from all over the world!

Our Roles

RESIDENTIAL ACTIVITY LEADERS

- Supervising students and managing their behaviour when not in classes (during free time, activities and throughout the weekend).
- Managing your student accommodation block, including daily room checks, making sure Houses are decorated and have up to date information on Notice Boards and reminding students about the weekly laundry
- Looking out for, and dealing with (and if necessary, reporting) student welfare and pastoral care issues.
- Planning and delivering engaging, fun evening and weekend activities that are suited to both age and ability. It is vital that you have the creativity and experience to be able to actively contribute ideas for both sport and non-sport related sessions
- Supervising students on weekday and weekend excursions to ensure they have a fun-packed day out!
- Escorting students to/from airports on arrival and departure days
- Checking In and supervising new arrivals at weekends, making sure they are made to feel welcomed and have a tour of the school site

HOUSE PARENT

House Parents oversee the smooth running of student accommodation (Houses), working with a Residential Activity Leader.

They play an active role in managing student welfare, behaviour and discipline and safeguarding, including health & safety. They are the 'go to' people when a student has any personal issues or problems.

Together with the Residential Activity Leader, they:

- Ensure students are prepared for their classes, excursions and activities

- Ensure that students know their timetable, where to go and at what time every day
- Lead welcome meetings for new students
- Lead daily evening house meetings and the distribution of pocket money for excursions
- Carry out daily room checks
- Report any House issues or damage
- Make sure their House is suitable decorated and that notice boards are kept up to date with statutory information, timetables, daily and weekly excursion and activity programmes etc.
- House Parents work closely with the Centre Manager and Welfare Manager to communicate, manage and report welfare and behavioural issues
- House Parents also run activities sessions as well as supervising students on weekend excursions, escorting students to/from airports on arrival and departure days and welcoming new arrivals at check-in and giving school site tours.

About Us:

LINES Languages is a residential English language summer school provider, with 23 years' experience of providing intensive English language and activity programmes to international students aged 7-18 years old. We are British Council accredited and a member of English UK.

We pride ourselves in providing a supportive and friendly workplace for all staff and this speaks for itself: we have many residential staff who return to work for us year after year.

About You

- You are positive, creative, enthusiastic and have bags of energy, with a genuine desire to work hard and make sure students have a summer of fun they won't forget!
- You are a confident leader with excellent communication and inter-personal skills and enjoy working as part of a small team, whilst also being able to use your initiative
- You are organised, punctual and can manage the balance between being professional and having fun
- You ideally have (or are studying for) a teaching or childcare qualification.
- We are very interested in talking to people who have a current First Aid and / or Lifeguarding qualification or can teach Zumba, Boxercise, Circuits and Yoga
- You ideally have experience of working with young people to successfully organise and run activities and social events as well as looking after pastoral care needs.
- You have an awareness of the importance of child protection and safeguarding: don't worry, we provide full training before you start however you must be able to demonstrate that you share our commitment to making sure all our students stay safe when in our care.
- You will be confident in managing student behaviour and setting standards for behaviour and discipline during activities, excursions, social events and always when students have free time or are in their accommodation.

Salary:

You will work a 6 day week, with one 24 hours period off a week (between Mon-Fri).

£318 per week (Under 25 years old) / £342 per week (Over 25 years old) + Holiday Pay

House Parents: up to £50 per week bonus

First Aid and / or Lifeguard Qualification: up to £30 per week bonus

LINES is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. References will be followed up and will ask specifically whether there is any reason that the applicant should not be in situations where they have responsibility for, or access to persons under 18.

All gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required.

Appropriate suitability checks (DBS or Police Check or equivalent) will need to be completed and verified before we can confirm your appointment and issue your contract.

Please note that due to the high volume of applications, we are only able to contact successful applicants

Job Type: Temporary

Salary: £340.00 to £400.00 /week