

# WHITGIFT

## SUMMER SCHOOL

### **Activity Leader Whitgift Summer School Fixed Term Contract: 4 July – 18 August 2024**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School (part of Whitgift Short Courses), with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run for 6 weeks from Sunday 7 July to Sunday 18 August 2024 with new staff induction days and summer school set up on 4, 5 and 6 July 2024.

#### **OUTLINE OF POST**

We are seeking to appoint Activity Leaders who will lead groups of students and help supervise multiple activities. The co-curricular programme will cover sports, creative activities and performing arts. Activity Leaders will be responsible for students on trips and evening social activities, as well as being required to assist with student arrivals and departures, accompanying students to and from the airport.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Prepare and lead activities, producing session plans for each activity
- Provide coaching to an appropriate level in any specialised field in which you are suitably qualified (be it sport, arts and crafts, survival skills or performing arts)
- Read and understand the risk assessments for each activity/excursion you are involved in, ensuring student safety at all times
- Accompany and supervise groups of students on excursions
- Facilitate assembly of students at pre-arranged points and times for each activity/excursion
- Orientate and help new students as required
- Engage and integrate the Student Hosts and international students throughout the co-curricular programme

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- Be aware of, monitor and manage students' conduct and behaviour to promote a harmonious international community to ensure students enjoy and get the most out of each activity/excursion
- Undertake airport transfers warmly, positively and with flexibility following all timings accurately
- Plan and supervise an exciting and varied evening activity programme
- Plan activities for and assist with the Garden Party on Sunday afternoons and the student induction and team building activities on Sunday evenings
- Complete attendance registers for each activity
- Attend all activity and excursion briefings and team meetings
- Write student weekly progress and end of course reports to a high standard and by the required deadline
- Actively manage, supervise and engage with students during mealtimes in order to ensure a calm and pleasant dining experience for all
- Contribute to a blog post on the Short Courses website

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **All Whitgift Summer School Staff must:**

- Attend the induction training prior to the summer school start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, Student Hosts, and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:

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- working cooperatively with colleagues
- acting as a team player as well as the ability to work individually when needed
- following the guidelines in summer school staff handbooks regarding the standards expected in your role and how to deliver them
- providing full and proper planning and recording documents as required
- complying with all legal and professional organisation requirements
- presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

### PERSON SPECIFICATION

#### General

- Passionate about developing young people and giving them the best possible experience
- Excellent communication and interpersonal skills (written and verbal)
- Excellent time management and organisation skills
- Hard-working and able to work under pressure, individually and as part of a team
- Reliable, enthusiastic and able to work unsupervised
- Good humoured with the desire to achieve the highest standards
- Flexible and adaptable to changing circumstances and requirements
- Proactive and self-motivated with a “can do” attitude
- Excellent social skills and a passion for sharing experiences
- Demonstrate an international outlook
- Energetic, fun and creative
- A student-centred outlook and ability to communicate effectively with young people

### QUALIFICATIONS/EXPERIENCE

#### Essential

- Passionate about one or more of the following: sport, drama, music, arts and crafts
- Ability to lead, supervise, engage and have fun with young learners
- Previous experience of teaching/coaching in an international summer school, activity camp or similar context
- Proficiency in spoken and written English

#### Desirable

- Educated to degree level or currently studying for a degree/higher education qualification
- Sports and coaching qualifications (QTS in Sports or PE) or equivalent in Drama, Music and Performing Arts
- Experience in leading CCF, Duke of Edinburgh or similar survival skills related activities
- Experience in leading arts and craft activities
- CELTA Qualified or equivalent qualification in EFL

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- HSE First Aid Certificate
- National Pool Lifeguard Qualification (NPLQ)
- A good understanding of health & safety and safeguarding Full UK Driving Licence
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- Ability to drive a school minibus (training provided)

### FURTHER INFORMATION

Summer school staff benefit from:

- Onsite parking
- All meals while on duty
- Holiday Pay

### CONDITIONS OF SERVICE

This position is offered as a 6-week fixed-term contract. Although applicants who have full availability throughout this period are prioritised, applications for shorter periods may be considered. Therefore, if you are unable to work for the entire 6 weeks, please state this clearly in your application form and provide reasons.

Activity Leaders work 6 days per week for the fixed term contract. The hours of work and day off vary and you will be required to work weekends and evenings. This position requires you to work as necessary for the proper performance of your professional duties.

The salary for this post will be £600 per week plus holiday pay and includes all meals while on duty.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/short-courses-about-us/work-here](http://www.whitgift.co.uk/short-courses-about-us/work-here). For any queries, please telephone 020 8633 9924 or e-mail [shortcourses@whitgift.co.uk](mailto:shortcourses@whitgift.co.uk).

Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School, Haling Park, South Croydon, CR2 6YT

[www.whitgift.co.uk](http://www.whitgift.co.uk)

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***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

*October 2023*