

Job Title: Summer School Activity Leader

Line Manager: Summer School Activities Coordinator

Pay Rate: £450 per week
(plus accrued holiday pay)
(all food and boarding included)

Dates: Fixed Term Contract
July 5th - August 4th (on-site)
(includes pre-course induction)

Location: Residential (on-site at Culford School)



Culford Summer School:

Culford is a boarding and day school for over 850 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

2024 marks the start of Culford's Summer School programme, an exciting and dynamic language and multi-activity course for teenagers aged 12-17. The programme consists of two 2 week courses, where students learn English, take advantage of Culford's impressive sports and classroom facilities, and make lifelong friendships with other students from all around the globe. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy an evening social programme. Throughout the 2 week course, they take part in 5 culturally enriching excursions to destinations near Culford.

We are looking for passionate educators to help give our students an unforgettable summer filled with positive memories and the urge to return again in 2025.

Job Description:

Activity Leaders are responsible for the day to day running of the activity and social programme, leading each session to ensure students enrich their skill set in a safe, fun and engaging way. They are responsible for planning sessions in coordination with the Activities Coordinator. This involves making sure that all of the activities risk assessments are read and adhered to, that all the equipment is readily available, and that the facility or area is set up and ready to go. They will also be responsible for leading excursions and enhancing students' understanding of British culture.

Key Duties:

- Safely run activity sessions, making sure students improve in a particular skill, or in their confidence.
- Maintain high standards of safeguarding, adhering to all Culford policies and procedures.
- Ensure all equipment is readily available at the start of each session.
- Check facilities are set up ready for each activity or event.
- Maintain the highest level of quality in the delivery of the activity programme, in line with the Activities Coordinator's instructions and advice.
- Encourage students to take part in all aspects of the activity and social programme, remaining enthusiastic throughout.

- Maintain strong pastoral checks, and liaise with all other members of staff about the wellbeing of our students.
- Communicate effectively with students and Group Leaders about the content or structure of an activity, excursion or the evening social programme.
- Work effectively with the academic team to ensure students are making the most of all opportunities to practise and improve their English and communication skills.

Additional Duties to include:

- Meet students at the airport on arrival, and accompany them back upon departure
- Maintain high levels of enthusiasm to motivate and inspire students.
- Act as a good role model at all times, with professionalism and punctuality .
- Communicate frequently with and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained.
- Ensure the student Code of Conduct is maintained and tackle behavioural issues as they arise.
- Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment.
- Interact with students, staff, agents, and group leaders with courtesy, professionalism, and respect at all times.
- Uphold the high reputation of Culford throughout all interactions
- Work in line with all policies and procedures.

Working Hours:

Activity Leaders are expected to work up to 48 hours a week. Most of the working hours begin in the afternoon after teaching has finished, but occasional duties may take place in the morning. Most of the hours will be spread over the afternoon and evening, and will include time spent leading activities, and excursions. There may be some pastoral duties in the evening and these will normally be followed by the morning off.

Due to the nature of the summer programme, it is not possible to take holiday time during the course of the short term employment. Instead all holiday time accrued will be given as an additional payment at the end of your contract. Holiday requests may be given in exceptional circumstances where it has been agreed upon before the role commences.

Person Specification:

Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> ● Enthusiastic, passionate and able to encourage students to get involved in all aspects of the course ● Keen understanding of different cultures, and able to promote cross-cultural interactions ● Excellent at problem solving and thinking on their feet ● Dynamic and flexible, and willingness to take part in all aspects of the summer programme ● Enjoys working with children and teenagers ● Punctual, professional, and able to 	

	<ul style="list-style-type: none"> ● act as a good role model ● Excellent communicator 	
Professional Qualities	<ul style="list-style-type: none"> ● Punctual and good with time-keeping ● Able to communicate effectively and clearly to large groups of people ● Able to work well in a team environment ● Able to work well under pressure and be flexible in approach to work ● Proactive 	<ul style="list-style-type: none"> ● Excellent aptitude for computer-based administration tasks
Qualifications	<ul style="list-style-type: none"> ● A good standard of education 	<ul style="list-style-type: none"> ● First Aid qualification ● Safeguarding qualifications ● Sports coaching qualifications such as: <ul style="list-style-type: none"> ○ A climbing instructor qualification ○ An archery instructor qualification
Previous Experience		<ul style="list-style-type: none"> ● Previous experience working with international students ● Previous experience working in a summer school environment ● Previous experience coaching children or young learners