

**Job Title:** Summer School Activities Coordinator (AC)

**Line Manager:** Summer School Programme Director

**Pay Rate:** £700 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:**

The Activities Coordinator is responsible for delivering a successful and highly engaging activity and evening social programme, through careful planning and management of a team of activity leaders to ensure all students are able to gain new skills, have new experiences and make great memories during their time here. This responsibility extends to liaising with the specialist coaching team to ensure students are effectively engaged and adequately challenged.

The AC will also work closely with the Programme Director to ensure the excursions are fun, engaging, culturally enriching, and above all safe and delivered in line with Culford's policies and procedures. They will directly manage the activity team to ensure professional standards are maintained and all risk assessments are followed and adhered to.

The AC will manage each activity session remotely, ensuring that each activity is adequately-staffed, according to school policies and with foresight of any issues that may emerge, and will be on direct call to solve any problems that emerge from the activity, excursion, or social programme.

The AC will support the Programme Director in all aspects of summer school management.

### **Key Duties:**

- Coordinate all aspects of the activity programme, including allocating appropriate staff, and ensuring all risk assessments are up-to-date and adhered to.
- Ensure all equipment is readily available at the start of each session.
- Check facilities are adequately booked for the required session and they are set up ready for each activity or event.
- Maintain the highest level of quality in the delivery of the entire activity programme, including matching up the right staff to the right activity to get the best out of each activity leader's skill set.
- Directly line manage the activity team, and provide support, guidance, and advice.
- Coordinate with the Programme Director to ensure the highest level of quality in the activity and excursion programme.
- Coordinate with the Director of Studies to ensure students are getting the best English learning opportunities throughout the entire programme.
- Coordinate and communicate with all relevant departments, including visiting Group Leaders, to ensure that student wellbeing is safeguarded.
- Check paperwork such as registers, risk assessments, and address any issues before they become problems.
- Liaise with group leaders and other stakeholders to ensure students are getting the best from their summer school experience.
- Provide professional and personal development to the activity team, including through observations and workshops.

### **Additional Duties to include:**

- Communicate frequently with and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained.
- Ensure all administrative tasks and paperwork is completed accurately and efficiently.
- Safeguarding students' wellbeing, by reporting any and all incidents, and being available to solve students' problems.
- Enforcing the student Code of Conduct and tackling behavioural issues.
- Motivating students and inspiring them to try new activities and take part in all events.
- 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:**

All management staff are expected to work as the role requires, with one day off a week, and a balanced approach to duties. The AC must be flexible in making sure all of their work is completed and they are able to address situations as they arise. They must be proactive in solving problems effectively and will be on call each afternoon during the delivery of the activity programme, with more flexibility in the mornings when English lessons are taking place.

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
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>● Enthusiastic, passionate and able to encourage students to get involved in all aspects of the course</li> <li>● Keen understanding of different cultures, and able to promote cross-cultural interactions</li> <li>● Excellent at problem solving and thinking on their feet</li> <li>● Dynamic and flexible, and willingness to take part in all aspects of the summer programme</li> <li>● Enjoys working with children and teenagers</li> <li>● Punctual, professional, and able to act as a good role model</li> <li>● Communicative, with a balanced approach to criticism</li> <li>● Able to motivate and lead a team of people effectively</li> <li>● Able to make quick decisions, rationally and proportionately</li> </ul>	
<p><b>Professional Qualities</b></p>	<ul style="list-style-type: none"> <li>● Very well organised, with an ability to inspire and support others</li> <li>● Confident enough to address large groups of students, clearly and coherently</li> <li>● Good administration skills</li> <li>● Able to manage their time and the time of others effectively</li> <li>● Basic understanding of MS Office or Google equivalent software</li> <li>● Work well within a small management team</li> <li>● Professional attitude and approach to leading others</li> </ul>	<ul style="list-style-type: none"> <li>● Excellent aptitude for computer-based administration tasks</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>● First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>● Safeguarding qualifications</li> <li>● Sports coaching qualifications</li> <li>● A climbing instructor qualification</li> <li>● An archery instructor qualification</li> </ul>
<p><b>Previous Experience</b></p>	<ul style="list-style-type: none"> <li>● Previous experience leading activities, excursions, or events</li> <li>● Previous experience leading sports activities, outdoor activities, or skill-based activities</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience working with international students</li> <li>● Previous experience in managing teams of</li> </ul>

	<ul style="list-style-type: none"><li>● Previous experience working with young learners and teenagers</li><li>● Previous experience supporting others</li></ul>	<p>people</p> <ul style="list-style-type: none"><li>● Previous experience working in a summer school environment</li><li>● Previous experience coaching children or young learners</li></ul>
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