Job Description

Job Title:	Activity Leader (Residential)
Department:	Stonyhurst Experience - Stonyhurst Language School
Line Manager:	Head of Co-curricular Activities
Date of Employment:	Wednesday 7th July – Friday 6th August 2027 (inclusive)

Welcome to Stonyhurst College

Stonyhurst is the UK's leading Catholic independent school for international boarding and day pupils, set in the heart of the Ribble Valley in Lancashire. Founded in 1593, the College is housed within magnificent Grade 1 listed buildings in a designated Area of Outstanding Natural Beauty in the North of England.

With a wealth of history and heritage, a global reputation, and exceptional facilities, Stonyhurst offers an education like no other. Home to the oldest museum in the English-speaking world, the College holds treasures that inspire and captivate.

The Stonyhurst Summer School offers an immersive English language experience within the setting of a prestigious British boarding school. Pupils enhance their language skills while benefiting from Stonyhurst's beautiful campus, unique culture and historical treasures, complemented by an exciting programme of activities and excursions.

Every year we welcome pupils from many different countries and cultures, which provides us all with a unique opportunity to learn about the world. Every year we not only welcome children from European countries such as Italy, Poland, Germany, France, Spain and the Netherlands but from further afield such as South Korea, Hong Kong and Mexico. The Stonyhurst Summer School offers a combination of courses for children aged between 10 and 17 years of age. The young people in our care are given the individual attention, encouragement, resources and space to experience student life at Stonyhurst and foster independence, resilience and personal growth.

All staff are challenged collectively and individually to share in the ethos of Stonyhurst and remain fully committed to the enjoyment, education, and well-being of every pupil in our care, to give each child a fun and meaningful learning holiday.

Key Tasks and Responsibilities:

1. To prepare and lead dynamic activities and evening entertainment sessions as part of the summer school social programme, ensuring high standards are maintained in delivering the activity and entertainment programme.

"Stonyhurst" (Stonyhurst College and Stonyhurst Saint Mary's Hall) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

2. To begin and end sessions according to the timetable and maintain pupil and personal punctuality.
3. To ensure, as far as possible, that pupils participate and enjoy their activities and entertainment.
4. To supervise pupils with great care and attention both during activities and entertainments and whilst on excursions.
5. To act in a responsible, professional, and sensitive manner amongst both colleagues and children, while on and off duty for the duration of the course, and on the school grounds at all times.
6. To complete and keep up to date the administrative paperwork as necessary (end of course reports, activity registers, incident reports).
7. To participate in the Appraisal Scheme, be observed while on duty by a member of the SMT and engage in subsequent discussions during and at the end of the course.
8. To attend meetings arranged by the Commercial Director and/or Head of Co-curricular Activities and Head of Operations.
9. To ensure that the necessary equipment is safely set up, used and removed, and is safely replaced according to the instructions in the Activities Handbook.
10. To ensure that College spaces are left clean and tidy and as they were found at the end of each session.
11. To prepare, organise and lead, as part of a joint task with another Activity Leader, at least one evening entertainment per two-week course.
12. To assist in the delivery of the entertainment programme and to be mindful and diligent in the supervision of children at all times.
13. Capture engaging content from summer school activities for marketing and outreach purposes.

The care and welfare of pupils is a responsibility of all staff. You will have a 'duty of care' while you are on and off duty for the duration of your contract.The care and welfare of students is a responsibility of all staff. You will have a 'duty of care' while you are on and off duty for the duration of your contract.

Welfare Duties:

1. To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the Staff Handbook.
2. To have undertaken Stonyhurst Safeguarding Training during Staff Inset, as provided by Stonyhurst College.
3. To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook, and to have responsibility for the safety of students participating in the activity programme.
4. To carry out overnight duties, including wakeups, throughout the course according to a rota which incorporates all Stonyhurst Summer School staff. To take pupil accommodation registers and always follow fire and safeguarding protocols. Liaise with management and teaching staff, sharing medical and behaviour information as necessary to provide consistency in care for all pupils.
5. To follow Stonyhurst safeguarding and welfare reporting procedures at all times and make any reports to the Head of Operations and/or the Designated Safeguarding Lead in a timely manner.
6. To wear staff ID's and Summer School clothing when on duty.

Excursion Duties:

1. To work as part of a team to ensure the safe and successful delivery of the excursions.
2. To be responsible for a group of students and ensure regular checks and registrations.
3. To be aware of pupils' medical conditions and act accordingly if needed to ensure a pupils' safety or wellbeing.

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General Duties:General Duties:

1. To participate in the Induction Course prior to the opening of the summer programme and assist with the setup of the classrooms, accommodation and pupil areas as necessary.
2. To be a member of the airport arrival and departure transfer/school reception teams, following timings and travel instructions accurately and provide a warm and professional welcome and goodbye to pupils and parents.
3. Working with, and supporting colleagues, supervising breaks and pupil free time.
4. There will be a free day each week incorporated into the timetable for all staff. You will be on duty 6 days per week. The night before your day off and the night of your day off you will be off duty.
5. Capture engaging content from summer school activities for marketing and outreach purposes.
6. To undertake such other reasonable duties as required by the Summer School Management Team and Commercial Director.

Person Specification

Essential:

1. To be committed to the safeguarding and welfare of children and young people and to understand how to advocate for their welfare on their behalf.
2. To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals set out in the Mission Statement.
3. To enjoy working with young people.
4. To have excellent organisational skills.
5. To have good time management skills and be able to prioritise tasks.
6. To have good communication skills, written and verbal.
7. To be able to build positive professional relationships with colleagues.
8. To have the ability to be a team player but also be able to use own initiative when necessary.
9. To be discreet, tactful, approachable and diplomatic.
10. To be flexible and adaptable to the operational needs of the Stonyhurst Language School.

Remuneration:

This is a fixed term contract. The salary is £911 per week .
Salary will be paid across two months (50% July and 50% August).

Please return to completed application to **recruitment@stonyhurst.ac.uk**

For any queries, please contact **summerschool@stonyhurst.ac.uk**

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