Job Description

Job Title:	Scholars' Programme lead
Department:	Experience Department – Stonyhurst Scholars' Programme / Stonyhurst Language School
Line Manager:	Head of Curriculum
Date of Employment:	Pre-course work: (1 day a month from Jan 2027 – June 2027) Delivery: Wednesday 7th July – Friday 30th July 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.

Overview

The Scholars' programme lead will have particular responsibility for the development and delivery of the academic elements of the Stonyhurst Scholars' Programme in collaboration with the Stonyhurst Museum Team and Head of Curriculum. These lessons will be prepared during the pre-course work time allocated.

Key Tasks and Responsibilities:

To assist with the preparation and delivery of the Stonyhurst Scholars Programme in conjunction with the Museum Team and to arrange and accompany the pupils on bespoke and cultural excursions (including one overnight excursion).

To prepare and deliver academic sessions for the Scholars' Programme pupils with a student-centred approach to learning. These sessions can focus on a self-led research project on a topic of their choice and incorporate research skills, creative writing and cv/personal statement workshops. Support to achieve this will be given by the Head of Curriculum.

1. To maintain classroom discipline, keep classrooms safe and tidy, maintain personal and pupil punctuality, begin, and end lessons according to the timetable.
2. To ensure, as far as possible, that pupils actively participate and engage with the programme and pupil tasks.
3. Help nurture each pupil's interests within the set curriculum, whilst supporting each pupil to gain the most out of their experience on the Scholars' Programme.
4. To supervise pupils with great care and attention both during lessons and on bespoke 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 required (end of course reports, classroom registers, class records of work).
7. Attend staff meetings to discuss any academic or welfare matters arising, and one in-house teachers meeting/training session per week.
8. 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.

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 particular responsibility for the safety of pupils participating in summer programme.
4. To wear staff ID's and Summer School clothing when on duty.

5. Ensure Scholar pupils have sufficient rest, ensuring appropriate bedtime routines are established and maintained whilst on overnight excursions.

Excursion Duties:

1. To work as part of a team to ensure the safe and successful delivery of the bespoke excursions.
2. To be responsible for a group of students and ensure regular checks and registrations take place.
3. To be aware of students' medical conditions and the appropriate action to take if any concerns arise.

General Duties:

1. To participate in the Induction Course prior to the opening of the summer programme.

Person Specification

Essential:

1. To be committed to the safeguarding and welfare of children and young people.
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 and nurturing academic growth.
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 be discreet, tactful, approachable, and diplomatic.
9. To be flexible and adaptable to the operational needs of the overall Stonyhurst Language School and Stonyhurst Scholars' Programme.
10. Have a willingness to undertake duties other than teaching if required.
11. Enthusiastic and adaptable with a strong work ethic.
12. To be available for the whole 3-week period, including a two-day induction (period of employment will be from Wednesday 7th July to Friday 30th July inclusive) plus pre-course coursework days throughout the summer in advance of the course to allow for adequate planning of the curriculum.

Desirable:

1. Has worked with children/young people whose first language is not English.
2. Is computer literate.
3. Experience of teaching teenagers in either a Summer School or year-round academic school.
4. Experience of pastoral care duties and responsibilities.