

Boarding and Activities Assistant Manager

Summer School Vacancy 2019 | Wise Owl English Language Ltd



Wise Owl English

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| Position type: | residential, fixed-term. (Accommodation and catering provided by employer.) |
| Location: | Wise Owl English Summer School, Kinlet Hall, Kinlet, Worcestershire, DY12 3AY, UK. |
| Dates of employment: | 12 July – 18 August 2019 (38 days). |
| Working week: | 4 days at school, 2 days off-site excursion, 1 day-off (24 hrs). |
| Wage: | £2500 for full course. ¹ |
| Application process: | by employment application form only. Please see page 2 for details. |

Qualifications and Experience

| | Required | Preferred |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications: | Qualified or suitably experienced to teach one of the following activities: football, tennis, swimming, art and crafts, drama, dance or cookery. | Qualified to teach one of the listed activities, plus: <ul style="list-style-type: none">▪ bachelor's degree,▪ first aid qualification,▪ child protection training. |
| Experience: | Recent experience of working in boarding schools and/or residential summer schools with children aged 7 to 14. | 1+ year in a senior pastoral care role. |
| Language: | C2 language user competence in English. | |

Indication of Duties:

- Assist the Boarding and Activities Manager, who is responsible for ensuring the safe and effective operation of the boarding house, and safe and effective provision of excursions and activities.
- Act as the Boarding and Activities Manager on their days off.
- Help manage and contribute to provision of sensitive, safe and effective care to all students in the boarding house.
- Safely and confidently manage a group of students during off-site excursions and airport transfers, providing continuous supervision, following the relevant itinerary. Assist with planning of excursions.
- Plan, prepare and deliver your activity (independently) and other activities (working with colleagues). Create a well-structured, costed plan where applicable.
- Manage withdrawal/return of students' mobile phones and oversee operation of the student laundry system.
- Campus duties; according to rota (e.g. student free time and meal time supervision). Assist with rota formation.
- Prepare for induction, lead induction day and participate in summer school set-up and shut-down.

Person Specification:

- To have full commitment to the ethos and demands of a residential summer school for 7 to 14 year-old children originating from a wide range of cultures and backgrounds.
- To contribute wholeheartedly to making summer school a happy, supportive environment where students and staff feel secure, safe and able to achieve their potential.
- To have an overriding sense of responsibility for the welfare of the children attending summer school. Your priority must always be the wellbeing of the children in your care.
- To be an outstanding role model in all respects.
- To have purpose, energy and integrity in all you do.
- To respond positively to instruction and work cooperatively and collaboratively as part of the staff team.
- To have a flexible and 'can do' approach to work; to be pro-active, self-motivated and enthusiastic throughout summer school.

¹ Comprising of 38 days' basic pay, plus 3 days' holiday pay, at £426.83 per week.

Employment Application Process – New Applicants

Application:

- We will review your employment application form (submitted electronically at <https://www.wiseowlenglish.com/en/employment-application>).
- Please note that CVs / blanket job seeking will not be considered.

If you are shortlisted:

- We will arrange an initial interview by telephone or Skype to assess your suitability and aptitude for the role.
- We will take up your references prior to interview date.
- Your current or previous employers will be contacted as part of the pre-appointment checks.

If you are successful:

- We arrange a follow-up interview in person.
- We will need to see originals and take copies of your identity documents and qualification certificates when we meet you.
- We will ask you to check and sign a hard copy of your electronic employment application form.
- Any discrepancies or anomalies in the information provided, or issues arising from references, will be taken up at interview.

If you are offered a position:

- We will arrange for you to complete an enhanced DBS check. If you are registered for DBS Update Service and hold an Enhanced DBS Certificate, we may use the DBS Update Service instead.
- If you have lived and/or worked outside the UK for any period, you will need to provide us with a criminal record check from each country you have lived/worked in, covering the duration of the period you were there.

Upon satisfactory completion of the above:

- We issue your fixed-term employment contract and collect additional information, such as your bank details.

A shorter procedure is followed for returning staff.