

Boarding and Activities Manager

Summer School Vacancy 2019 | Wise Owl English Language Ltd



Wise Owl English

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:	£2750 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 in pastoral care and looking after children in a residential setting. Qualified or suitably experienced to teach one of the following activities: football, tennis, swimming, art and crafts, drama, dance or cookery.	Aforementioned qualifications and/or experience, plus: <ul style="list-style-type: none">▪ bachelor's degree,▪ first aid qualification,▪ child protection training.
Experience:	Working with children aged 7 to 14 (recent experience).	2+ years in a senior pastoral care role.
Language:	C2 language user competence in English.	

Indication of Duties:

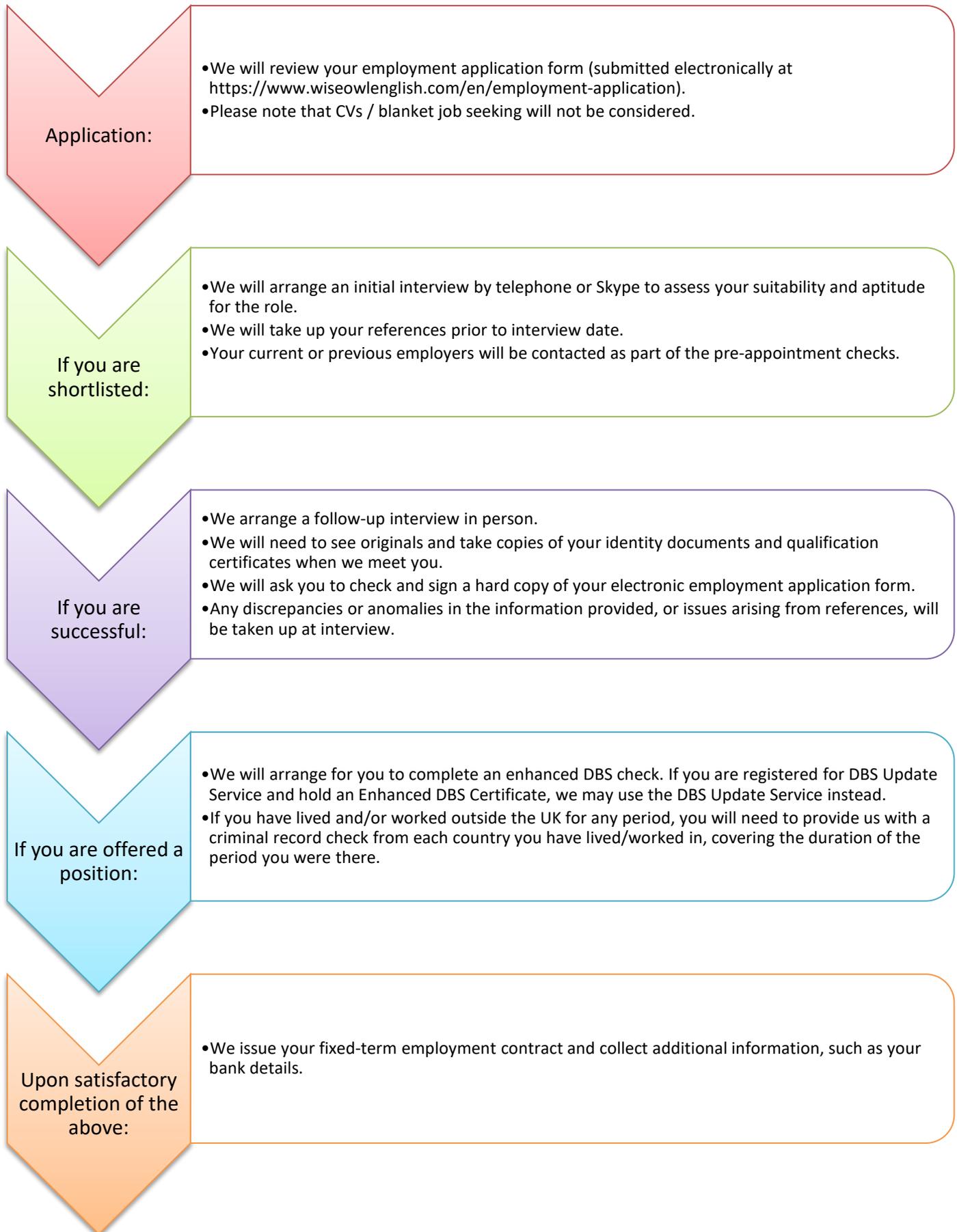
- The Boarding and Activities Manager is responsible for ensuring the safe and effective operation of the boarding house, and safe and effective provision of excursions and activities for the duration of summer school.
- The Boarding and Activities Manager is aided by the Boarding and Activities Assistant Manager.
- Lead and support a small team of Boarding and Activities Tutors.
- Monitor boarding and activities staff performance and conduct appraisals.
- Manage provision of sensitive, safe and effective care to all students in the boarding house.
- Perform daily walkaround checks of accommodation and facilities.
- First point of contact when students are unwell or injured, including determining appropriate course of action.
- Manage safe storage and administering of prescription medication (according to prescription only) and over-the-counter medication.
- Plan and lead off-site excursions, ensuring safe and effective provision. (Transport/venue bookings will already be in place.)
- Oversee and contribute to delivery of an exciting, engaging and safe programme of activities.
- Compile and contribute to the campus duties rota (e.g. student free time and meal time supervision).
- 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 £469.52 per week.

Employment Application Process – New Applicants



A shorter procedure is followed for returning staff.