



# RECREATION ASSISTANT

## Young Learners | Residential

### Introduction

Thames Valley Summer Schools, a long-time member of English UK, has operated high quality summer courses for overseas students for over 40 years. The Company's administrative office is in Windsor, and courses are held in attractive locations, primarily in the south-east, using prestigious independent schools. Courses are accredited by the British Council.

The Company is represented by over 150 agents throughout the world. The majority of students come from western and central Europe, with the remainder from Asia, Russia and Latin America, in groups or as individuals. Some groups are accompanied by national leaders who assist our staff, particularly in matters of student welfare. Students, who stay for 2 - 4 weeks, are accommodated in boarding houses of between 40 - 50 students. Courses run for 4-6 weeks.

### Course organisation

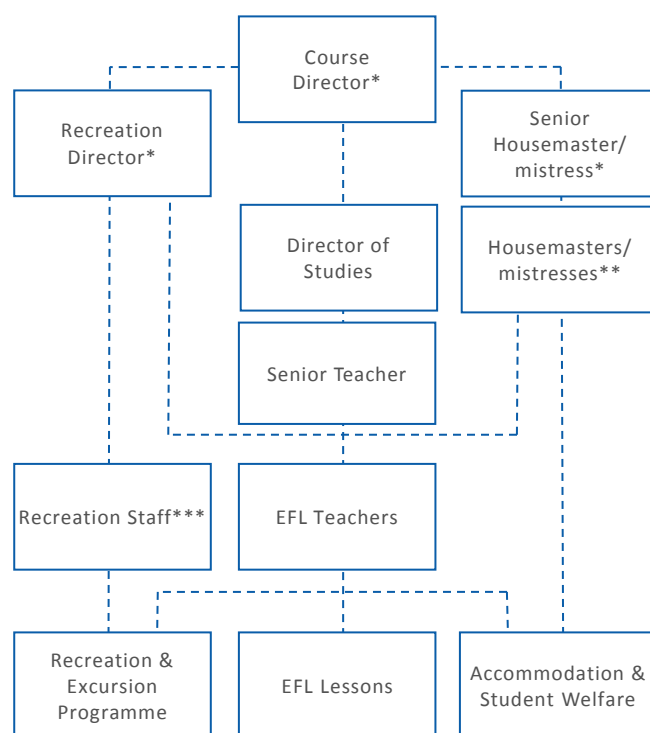
In overall charge of each centre is a Course Director, whose job it is to ensure the successful management of the course. The Recreation Director has responsibility for planning and delivering the recreation programme with assistance from other senior staff, Recreation Assistants and specialist recreation staff. The Senior Housemaster/mistress liaises with the Housemasters/mistresses to ensure boarding houses run efficiently. The Director of Studies is responsible for the effective management of the academic programme with assistance from the Senior Teacher.

EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

Students at all centres follow a study programme designed to prepare them for the Trinity College Graded Examinations in Spoken English. At Rugby students may alternatively follow an FCE or IELTS examination course.

For EFL staff, each day is divided into three sessions. The first from 08.30 - 13.30 includes EFL lessons, student/staff meetings and lunch. The second session from 13.30 - 18.30 includes programmed sports/recreation activities and student free time. The third daily session from 18.30 - 23.30 starts with supper, followed by evening activities. Student bedtime is usually 22.00 - 22.45, depending on the evening activity and student ages. There are two excursions per week. EFL teachers are expected to actively supervise recreation activities and, when on duty, help monitor students' behaviour in the boarding houses and assist with student bedtime arrangements. All staff work an average six-day week and senior staff cover for each other on days off.

Prior to the commencement of courses there will be on-site role specific and safeguarding briefings. TVSS is committed to safeguarding and protecting the welfare of children and young people and expect all staff to share this commitment.



\* May be Designated Safeguarding Person (DSP)

\*\* One per boarding house.

\*\*\* Recreation Assistants & Specialist Recreation Teachers.

## J O B   D E S C R I P T I O N

Recreation Assistants (RA) should be currently studying for or possess a degree in a sports-related field and have experience of coaching across the student age range. They are briefed by, and report to, the Recreation Director.

Students can compile their own recreation programme from the sports and creative activities offered. Although participation is compulsory, the aim is to provide a variety of well-organised and enjoyable activities so that students are enthusiastic participants.

Ideally, RAs should be competent to coach at least three of the sports listed on the application form. The ability to organise and present Aerobics & Dance would be an advantage, as would a current Lifeguard qualification.

RAs should be First Aid qualified (First Aid at Work certificate). If necessary TVSS will recompense successful applicants for the cost of a recognized First Aid course (50% of fees on completion of contract and a further 50% on completion of contract the following summer).

The position is residential and includes full-board accommodation on campus. RAs are contracted for 11 duty sessions per week.

Duties include:

- 1 Helping the Recreation Director to plan and organise the recreation programme
- 2 Collating sign-up sheets and creating activity registers
- 3 Checking facilities and equipment prior to and after recreation sessions
- 4 Completing relevant risk assessments as directed
- 5 Ensuring student safety when involved in sports particularly when coaching or supervising contact sports
- 6 In the afternoons/evenings, be involved in either coaching or refereeing specialist sports and running social events.
- 7 Supervising swimming (Lifeguard qualified RAs only)
- 8 Advising EFL Teachers on how to actively supervise students participating in non-contact sports
- 9 Ensuring students are supervised **at all times** when participating in recreation activities
- 10 Ensuring that English School Friends (Epsom, St. John's Leatherhead and Rugby) are effectively integrated into the activities
- 11 Attending the regular student and staff meetings
- 12 Undertaking transfer day duties at airports as required
- 13 Participating/leading a group on excursions as required
- 14 Supervising students during meal times and in the boarding houses when on duty

15 Assisting the HM in ensuring students are properly supervised in houses

16 Being present for the full duration of a duty session

We are looking for experienced RAs with both proven organisational skills and an innovative approach to supervising activities. The successful applicant will also have the ability to motivate our students in a caring, safe and enjoyable environment.

At larger centres we appoint a Senior RA who will have previous experience as a Recreation Assistant on our courses. The Senior RA assists the Recreation Director in making sure student attendance lists are accurate and appropriate resources are made available for sports activities/events. The Senior RA also acts as a mentor for RAs and may deputise for the RD on occasion.

Centres	Age range	Course dates
Epsom College	10 - 16	04 July – 31 July
St. George's, Ascot	10 - 16	10 July – 06 August
St. John's, Leatherhead	8 – 14 14 - 17	04 July – 31 July
Rugby School	12 - 17	05 July – 08 August
Sevenoaks School	13 - 17	03 July – 13 August

RAs arrive at the centre two days prior to the start of the course. There will be English School Friends at Epsom, St. John's and Rugby.

Salary scale	Basic weekly salary	Total 3-week package*
Previous TVSS staff	£395	£1408.62
New to TVSS	£385	£1374.99

\*3-week package includes basic weekly pay plus 12.12% statutory holiday entitlement plus on-site preparation days' payment.

Salaries include full-board accommodation. Contracts are for a minimum three weeks plus one and a half days' paid on-site preparation before the students arrive. Salaries are subject to Tax and National Insurance deductions where applicable.

This job description is not exhaustive and staff are expected to carry out any other reasonable duties as required.

Apply online at [www.thamesvalleysummer.co.uk](http://www.thamesvalleysummer.co.uk)