



# SPECIALIST RECREATION TEACHERS

## ART/CRAFT • DANCE/DRAMA • ZUMBA/AEROBICS

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.

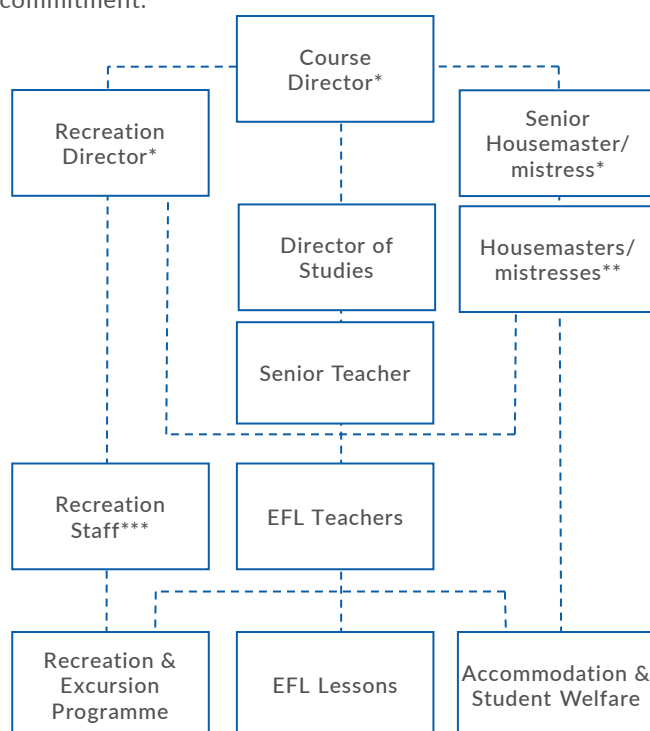
EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

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.

# JOB DESCRIPTION

Specialist Recreation Teachers are expected to develop their own ideas within a general framework advised by the Windsor office. Activity sessions are generally self-contained although students may be involved in continuing projects over several sessions.

Activity budgets are pre-determined, but funds may be available for teachers to resource their own ideas.

Experience of working with the age range of the students at the centre you are applying for, together with a variety of practical ideas relevant to your specialist area are essential.

Duties include:

- 1 Delivering well-planned, structured activity sessions that add value to our courses
- 2 Delivering sessions that can be enjoyed by both students who may not necessarily have experienced the activity before and those who may be more experienced
- 3 Delivering sessions that appeal to the student age range
- 4 Providing opportunities to help the students' aim of building their confidence in English, wherever possible
- 5 Ensuring that activities are integrated and coherent and where possible, relate to the students' wider experience of being in the UK
- 6 Attending a briefing (paid) at the centre at the start of the course to meet with the Recreation Director (RD) and become familiar with the resources available
- 7 Providing information and materials to allow the RD to promote the activity to students
- 8 Briefing any involved EFL teachers on how to actively supervise sessions either in a supportive role or when on their own
- 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 Checking risk assessments provided by the host school and making amendments where necessary in relation to the activities and facilities being used
- 12 Arriving in good time to start sessions punctually and being present for the full duration of a duty session
- 13 Ensuring that resources are available for activities and for the safekeeping of equipment supplied
- 14 Leave rooms in a clean, tidy and safe condition at the end of afternoon session

- 15 Providing feedback on the success of their programmes with recommendations for improvement
- 16 Maintaining an accurate inventory of TVSS resources supplied to support their activities
- 17 Providing appropriate samples of any physical work produced (Art & Craft) for future promotion of courses

We are looking for energetic individuals who will enhance the recreation programme and encourage students to choose activities which they may not normally consider. Successful applicants will have the ability to sustain student interest and motivation in a safe and secure environment.

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

The SRT sessions take place on pre-determined afternoons over the duration of the course. Dates can be provided on application. Whilst there can be a small degree of flexibility on dates, we are restricted by the other demands of the programme.

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

## Salary

£16.70 to £20 per hour  
depending on qualifications and experience

Salaries are subject to Tax and National Insurance deductions where applicable.

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