



THE
KING'S SCHOOL
CANTERBURY

Job Description

Job Title:	Activities Leader – Summer School
Contract:	Fixed Term, Seasonal
Hours:	See full details listed on page 4-5 of this job description
Salary:	See full details listed on page 5 of this job description
Department / Section:	The King's Summer School
Reporting to:	Summer School and Commercial Director, Co-Curricular Director
Line management responsibility for:	

Summer School Information

This summer marks the second year of our King's Summer School, welcoming students aged 8-17 years to live and study at King's. This programme is designed for students eager to enhance their English language skills and/or native speaking students who already have a high level of English proficiency.

Students will enjoy a wide range of cocurricular activities and excursions and select from one of the eight specialist academies: Sports, Music, Pre-University Preparations, IELTS Preparation and Exam, Art & Design, Business and Entrepreneurship, Foundation in STEM, and International Relations.

Our Shenzhen English Immersive Programme is in its fourth year, and we deliver this for students associated with our partner school, The King's School, Shenzhen, China. Designed for children aged 9–13, the programme will take place at The King's Junior School.

The primary aim of our summer schools is to develop students' verbal and written communication skills, enhancing their confidence in conversation and public speaking. Alongside this, students will benefit from a comprehensive co-curricular programme and attentive pastoral care, ensuring an engaging and supportive learning environment.

Position Overview

The Activities Leader plays a key role in The King's School Summer Programmes, responsible for delivering and supervising a range of co-curricular activities and excursions. This position ensures students have a safe, engaging, and enjoyable experience outside the classroom, contributing to their personal and social development. The Activities Leader works closely with the Co-curricular Director and other staff to create a vibrant and inclusive environment that enhances the overall summer programme experience.



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Key Responsibilities

1. Activity Delivery and Supervision
 - Plan and deliver a variety of engaging activities, including (but not limited to) sports, arts, team-building exercises, and evening events.
 - Supervise and actively participate in activities, ensuring students are engaged and safe at all times.
 - Adapt activities to meet the interests, abilities, and needs of students aged 8–17, promoting inclusivity and participation.
2. Excursion Coordination and Supervision
 - Assist with the organisation and supervision of off-site excursions, ensuring all logistics and safety protocols are followed.
 - Actively engage with students during excursions, providing guidance and fostering a positive atmosphere.
 - Support the completion of risk assessments for all activities and excursions, ensuring student safety and well-being.
3. Student Engagement and Support
 - Build positive relationships with students, encouraging participation and enthusiasm in all activities.
 - Act as a role model, promoting respect, teamwork, and the values of The King's School.
 - Address minor behavioural or welfare concerns, escalating issues to the Cocurricular Director as needed.
 - Perform airport duties, meet & greet students on arrival days, escort students to/from airports and supervise check-ins on departure days
 - Stay in the boarding house during nominated hours of duty and be available on call to respond to any issues as needed.
4. Administrative and Operational Support
 - Maintain accurate attendance records for all activities and excursions.
 - Assist in setting up and clearing away materials, equipment, and venues for activities.
 - Provide feedback to the Cocurricular Director on the success of activities and suggestions for improvement.
5. Professional Conduct and Safety Compliance
 - Adhere to all safeguarding, health, and safety protocols, ensuring a secure environment for all students.
 - Demonstrate professionalism, enthusiasm, and a solutions-focused approach in all aspects of the role.
 - Respond to emergencies, urgent student needs, and safeguarding incidents, making on-site accommodation essential to the performance of the role.



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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

Person Specification

	Essential	Desirable
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> • A recognised qualification demonstrating C2-level proficiency in English may be required, or equivalent evidence of proficiency • Previous experience working with children or young people in activity-based and/or residential settings. 	<ul style="list-style-type: none"> • Bachelors degree in field related to education, sports or child development; completed or in progress • Recognised sports coaching qualification • Emergency First Aid at Work certificate • Lifeguard certification
Experience (Candidate has...)	<ul style="list-style-type: none"> • Some experience of working with children 	<ul style="list-style-type: none"> • Experience of working with children in a residential environment • Previous experience in residential summer programmes. • Experience in leading sports, arts, or outdoor activities. • Teaching experience
Skills (Candidate is able to...)	<ul style="list-style-type: none"> • Be a welcoming and friendly presence to children • Pastorally support children in a boarding environment • Support children who are feeling lonely and homesick • Supervise and lead children during controlled activities • Deal with children's disciplinary issues as they arise • Work as part of a team • Ability to communicate effectively with students and staff • Ability to manage schedules and activities effectively while ensuring smooth execution. 	<ul style="list-style-type: none"> • Grade student's spoken English for learners of English • Innovate and create new activities • A confident IT user, with proficiency in the use of Microsoft Office.
Qualities (Candidate is...)	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Literature and Numerate • Professional 	<ul style="list-style-type: none"> • Innovative • Self-confident • Inspirational



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	<ul style="list-style-type: none">• Consistent & Reliable• Organised• Able to work independently• Personable, pragmatic, and enthusiastic	
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Safeguarding

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

Dates and Hours

This position is available for both or either of these programmes:

Programme	Details
King's Summer School	03-04 July 2026 (training and induction) 05 July – 15 August 2026 (programme delivery)
Shenzhen English Immersive Programme	03-04 July 2026 (training and induction) 05-18 July 2026 (programme delivery)

A normal working week will consist of up to 48 hours per week (daytime), and an optional 'on call' overnight rota, over six working days.

All staff will receive one full day off per week.

Flexibility to work outside standard hours, including early mornings, evenings, and weekends as needed.



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Salary

Payment will be made in **July and August**, in line with the hours worked during those periods.

Each week is expected to be the equivalent to 48 hours per week. You will be paid a basic rate of £13.80 per hour, with holiday pay paid in addition at 12.07% of the basic rate itemised separately on the payslip.

- £13.80 ph basic salary + £1.67 ph holiday pay = £15.47 ph

Over the course(s) delivery dates, inclusive of accrued holiday pay, this equates to:

Programme	Details	Salary & Holiday Pay
King's Summer School	03 July – 15 August 2026	£247.45 per 2-day training £742.35 per 6-day week
Shenzhen English Immersive Programme	03-18 July 2026	£247.45 per 2-day training £742.35 per 6-day week

Employees participating in the overnight on-call rota will receive a fixed standby payment of £50.00 per night for being available on-site. If you are called upon to work during this on-call period, your usual hourly rate will apply for those hours worked.

For the duration of the King's Summer School programme, the employer will provide short-term residential accommodation and meals for all residential staff, where staying on site is necessary for the proper performance of their duties. This provision is limited to the programme period.

Owing to the short-term nature of summer school contracts at King's and our duty of care to students, unpaid leave may be granted only in exceptional circumstances and must be requested no less than one month in advance.

How to Apply

Internal Applicants – please apply through your employee self-service portal.

External Applicants - please apply via the link below.

https://ce0748li.webitrent.com/ce0748li_webrecruitment/wrd/run/ETREC179GF.open?WVID=7936552BH8&VACANCY_ID=621173743r



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Deadline for applications: The post will be closed once we have appointed to the position and therefore early applications are advised.

For any questions please contact HR on recruitment@kings-school.co.uk or to discuss the role further Mike Pengelly m.pengelly@kings-school.co.uk

Reviewed by:	Mike Pengelly (Summer School and Commercial Director)
Review date:	February 2026