

Summer School Activities Staff

Job description

Job Title:	Summer School Activities Staff (Fixed Term)
Reports to:	Course Director
Location:	Chelsea Independent College and Boarding Residence (Earl's Court)

Chelsea Independent College, located in Chelsea, is one of the pre-eminent day and boarding sixth form colleges in London for pupils aged 14 and over, attracting pupils both locally and from all around the world.

Chelsea Independent College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the College.

Academic Summer Programme

The Academic Summer Courses at Chelsea Independent College offer students the opportunity to explore their favorite subjects in more depth, improve their English and gain an insight into their chosen career field. Students will experience what it is like to study at one of the UK's leading independent colleges, where teachers assess student potential and advise on options for the future.

Students are taught in small groups, in a relaxed and collaborative environment, meet leading professionals and take part in interactive workshops and seminars. At the same time, students also explore this great and most international of cities and visit some of London's incredible cultural and commercial attractions with other students from around the world.

There are six pathways to choose from:

1. Art & Design
2. Business and Finance
3. Engineering & Computing
4. Law, Politics and International Relations
5. Drama & Theatre Studies
6. Medicine

The programme takes place from June 28th to August 8th, 2020. During this period there are three two-week intakes. Students reside in our state of the art boarding residence.

Group 1: June 28th to July 11th

Group 2: July 12th to July 25th

Group 3: July 26th to August 8th

Summer School Activities Staff

Chelsea independent College requires confident, responsible and enthusiastic staff to chaperone students on planned trips and excursions, lead activities and to also act as student ambassadors for our exciting international summer school. The activities staff will work closely with the activities managers, boarding staff and the course director.

Key roles and responsibilities

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- Ensure the safety and well-being of students at all times.
- Chaperone students on planned trips and excursions in and around London (evenings and weekends), Monday to Sunday.
- Assist course director with day to day operations at the college, if required.
- Encourage and motivate students to participate in all activities
- Assist the course director with first and last day operations at the college
- Accompany teachers and students on Wednesday subject excursions in and around London
- Work effectively within a team to deliver excellence in student experience.

Child protection, discipline, health and safety

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact;
- Undertake Safeguarding training (Level 2) and relevant health and safety training
- Maintain good order and discipline among the students
- Safeguarding student health and safety; both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Enforcement of school policies, rules, health and safety guidelines, code of dress, behaviour
- Develop a positive and supportive relationship with pupils.

Person Specification:

The successful candidate will be:

- A natural leader with excellent communication and interpersonal skills
- Capable of maintaining a balance between professionalism and fun
- Confident running activities such as sports, scavenger hunts and outings in London
- Interested in working with students from different cultures

Essential:

- Educated to A-level or above
- Fluency in English- written and spoken
- Experience working with teenagers

Summer School Activities Staff

- Confident using public transport in London
- Comfortable chaperoning students on field trips in and around London (in line with company safeguarding and risk assessment procedures)