

Resident Sports Graduate and Activities Coordinator

JOB DESCRIPTION

Contact rob.tasker@ef.com for further details

Job Title Resident Sports Graduate and Activities Coordinator

Reports to Deputy Head of School

Location: Oxford, UK

Type: Residential, full-time, fixed term until July 2026

Start: Immediate

About EF Academy Oxford

Our international boarding school in the heart of Oxford offers a dynamic, multicultural environment where students from around the world excel academically, socially, and personally. We are committed to providing every student an outstanding education; diverse co-curricular opportunities, where "Oxford is our campus"; and an inclusive, forward thinking international boarding experience.

Role Overview

As **Resident Sports Graduate and Activities Coordinator** at EF Academy Oxford, you will have a multifaceted role that includes organising clubs, activities, trips and events for our student community as well as being responsible for leading and delivering the school's sports and recreation provision. The role intrinsically links with the boarding experience for students and involves occasional boarding duties. This is an ideal position for a motivated graduate with a background in sports coaching who has experience in working with young people, and who thrives on creating memorable experiences for young people in an inclusive environment.

Key Responsibilities

1. Sports Provision

- Plan, lead, and deliver a diverse range of sports activities tailored to students' interests and abilities.
- Organise sports competitions, training or recreational sessions, and inter-school matches.
- Promote health, fitness, and teamwork within the student community.
- Develop strong external links with local sports clubs and local sporting facilities.

2. Clubs and Activities Programme

- Develop, lead, and coordinate an inclusive, wide-ranging clubs and activities programme that includes performing arts, creative activities, social activities and academic enrichment.
- Inspire students to explore new interests and passions by offering engaging and high-quality club and activity options.

- Work collaboratively with teaching and boarding staff as well as external providers to ensure a rich and diverse array of activities.
 - Monitor participation and actively encourage students to get involved, maintaining its high-profile and importance within the school.
- 3. Weekend Trips**
- Plan and lead an exciting and varied programme of weekend excursions, including cultural outings, adventure activities, and residential trips.
 - Ensure trips are well-organised, thoroughly risk-assessed, and aligned with the diverse interests of the student body.
 - Ensure student safety at all times while delivering a memorable and enjoyable experience.
- 4. School House System**
- Be responsible for the School House programme, fostering a strong sense of community, teamwork, and school spirit.
 - Organise and run house events such as sports competitions, quizzes, talent shows, and other competitive or collaborative activities.
 - Track and celebrate house achievements, motivating students to engage with enthusiasm and pride.
- 5. Boarding Support**
- Undertake weekly boarding duties, assisting with supervision, pastoral care, while running evening activities.
 - Build positive relationships with students, promoting their well-being and sense of belonging.
 - Support the boarding team in the overall smooth running of the boarding house as needed while on duty or leading activities during boarding time.

Person Specification

Essential:

- A degree in physical education, sports coaching, sports management, or a related field.
- Experience working with young people, ideally in schools, summer schools and/or sports coaching environments.
- Strong organisational and communication skills, with the ability to plan for short, medium and long term projects.
- Excellent IT skills.
- Passionate about sports and youth development.
- Enthusiasm for planning engaging trips and activities that inspire and enrich students.
- Excellent interpersonal and social skills.
- Flexibility to adapt to a dynamic fast paced international boarding school environment.

Desirable:

- Previous experience in boarding schools or residential settings.
- Coaching qualifications or certifications in sports or performing arts.
- First Aid and safeguarding qualification (or willingness to obtain them).

Remuneration

The fixed-term position at EF Academy is available until July 2026, with the potential for extension. This is an excellent opportunity for a recent graduate who is looking for a flexible work arrangement with accommodation and meals included. The job offers a very competitive salary (range £24,000-£27,000 per annum), stakeholder pension, with continued training and professional development opportunities. Although the candidate will be required to work a combination of mornings, evenings, and weekends, this can be flexible and serves to maintain maximum student enrichment opportunities.

How to Apply

Please submit an application form and a cover letter outlining your suitability for the role to claudia.c@ef.com. Applications will be reviewed on a rolling basis.

Note: This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. Responsibilities and duties may evolve over time as the needs of the school change.

EF Academy is committed to a safeguarding culture in which its students can thrive. All candidates must undergo an enhanced DBS check and further safer recruitment checks as appropriate to ensure their suitability to work in a school environment. All staff are expected to promote and safeguard the welfare of students and must adhere to the school's Safeguarding Policy and Code of Conduct. If, in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of students in the school s/he must report any concerns to the Designated Safeguarding Lead (DSL) or to the Head of School.