



DEAN CLOSE
FOUNDATION

Job Title	Summer School Activity Leader
Reporting to	Summer School Activities Coordinator
Department	Dean Close Summer School
Hours of work	Up to 48 hours per week spread over 6 days
Start Date	July 6 th 2026
FTE Salary	£550 - £650 per week, depending on experience
Foundation Area	Dean Close Foundation
Location	Cheltenham, GL51 6HE

Dean Close Summer School

Dean Close is a co-educational day and boarding school which provides continuity of education from age 2 to 18. The school was established in 1886 and is set in 50 acres of parkland in the centre of Cheltenham.

The Summer School is a new addition to the school's offerings, and we aim to provide an exciting English language and activity programme that matches the high-quality British boarding school experience offered throughout the academic year. The programme runs for four weeks from July 8 – August 5 with international students typically joining for two weeks at a time (either July 8 to July 22 or July 22 to August 5). This role includes a 2-day induction prior to students arriving. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy a varied evening social programme. Throughout their 2-week block, they take part in 6 culturally enriching excursions to destinations around, and including, Cheltenham. The programme is then repeated for the 2nd two week block, with small changes depending on differences in numbers and ages.

You can find more information about the Summer School at www.deanclose.org.uk/summer

The Role

Activity Leaders are responsible for the day to day running of the activity and evening social programme, planning and leading sessions to ensure students enrich their skillset in a safe, fun, and engaging manner. They are responsible for planning sessions in coordination with the Activities Coordinator. This involves making sure that all the activities' risk assessments are read and adhered to, that all equipment is readily available and in good working order, and the required facility or area is set up and ready to go from the time the activity starts. They will also be responsible for leading excursions and enhancing students' understanding of British culture.

Purpose of Job

Main Duties and Responsibilities

- Safely run activity sessions in line with established risk assessments and all other relevant policies
- Support students to improve various skills, as well as gain confidence in using English
- Maintain high standards of safeguarding, adhering to all policies and procedures
- Ensure all equipment is ready and in good working order at the start of each session
- Check facilities and activity areas are set up ready for each activity or event
- Maintain the highest level of quality in the delivery of the activity programme, in line with the Activities Coordinator's instructions and advice
- Encourage students to take part in all aspects of the activity and social programme, remaining enthusiastic throughout
- Maintain strong pastoral checks, and liaise with all the members of staff about the wellbeing and pastoral care of our students
- Communicate effectively with students and Group Leaders about the content or structure of an activity, excursion or the evening social programme
- Work effectively with the academic team to ensure students are making the most of all opportunities to practise and improve their English and communication skills
- Meet students at the airport on arrival, and accompany them back upon departure



	<ul style="list-style-type: none"> • Maintain high levels of enthusiasm to motivate and inspire students • Act as a good role model at all times, with professionalism and punctuality • Communicate frequently with and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained • Ensure the student Code of Conduct is maintained and tackle behavioural issues as they arise • Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment • Interact with students, staff, agents, and group leaders with courtesy, professionalism, and respect always • Uphold the high reputation of Dean Close throughout all interactions • Work in line with all policies and procedures • Undertake any other reasonable duties required that are related to the job purpose from time to time.
Line management duties and responsibilities	<ul style="list-style-type: none"> • This role has no direct reports
Financial Responsibility	<ul style="list-style-type: none"> • This role holds no financial responsibility.



Person Specification	
ESSENTIAL	DESIRABLE
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • First Aid or related qualifications • Sports coaching qualifications or qualifications and ability to lead on one of our Skills Academies in: <ul style="list-style-type: none"> ○ Coding ○ Outdoor Adventure ○ Tennis ○ Art / Fashion / Graphic Design ○ Performing Arts ○ Swimming ○ Cookery
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience leading activities, excursions or events 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience working with young learners and/or teenagers • Previous experience working with international students •
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Good understanding of different cultures, and ability to promote cross-cultural interactions • Excellent at problem solving and adapting to changing situations • Be loyal, honest, trustworthy and reliable • Enthusiastic, highly motivated and well-organised • Confident, proactive with a helpful and flexible approach • Able to demonstrate initiative and creativity • Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach • Ability to communicate effectively with all colleagues • Strong desire to improve knowledge 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Strong aptitude for computer-based administration tasks
<p><u>Personal qualities, attitude, and behaviours</u></p> <ul style="list-style-type: none"> • Dynamic and flexible, with willingness to take part in all aspects of the summer programme • Enjoys working with children and teenagers • Able to communicate effectively and clearly to large groups of people • Able to work well in a team environment • Able to work well under pressure and be flexible in their approach to work • Proactive • Work towards and support the Dean Close Foundation stones/values of; <ul style="list-style-type: none"> ○ love ○ courage ○ contribution, allowing those around you to flourish. • Demonstrate and develop the following skills: <ul style="list-style-type: none"> ○ Critical Thinking 	



<ul style="list-style-type: none"> ○ Compassion ○ Creativity ○ Collaboration ○ Communication ● Support and contribute to the Foundation's responsibility for safeguarding pupils. ● Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors. ● Promote equality of opportunity for all students and staff, both current and prospective. 	
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Terms of the Role	
<ul style="list-style-type: none"> ● You will be contracted to work up to 48 hours per week. Most of these hours begin in the afternoon after the morning's English teaching has concluded, ● You may be required to work 6 days per week but will be guaranteed 1 day off per 7 days, depending on staffing requirements and student: staff ratios. ● Due to the short-term nature of the summer programme, it is not possible to take holiday time during the course of the short-term employment. ● Day off requests may be given in exceptional circumstances where it has been agreed upon before the role commences. ● Meals provided for the duration of the Summer School ● Residential and non-residential opportunities available ● Residential opportunities come at no extra cost but demand greater input on the residential and pastoral side of things ● Free onsite parking 	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

