



STONYHURST
CANDIDATE
Information Pack

Activity Leader

1,000

ACRES OF BEAUTIFUL
COUNTRYSIDE

35,000

ARTEFACTS WITHIN
OUR MUSEUM

2

INDOOR GRAND SLAM
TENNIS COURTS

5

LIBRARIES ACROSS
THE STONYHURST
CAMPUS

Founded
1593

NEW

GOLF SIMULATOR
ROOM

1

ON-SITE
SHOOTING
RANGE

22

SPORTS
PITCHES

7

CHAPELS

2

THEATRES

9

HOLE GOLF
COURSE

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STONYHURST



Welcome to STONYHURST

SUMMER SCHOOL

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry, and is now an innovative, forward-thinking and inclusive co-educational school.

Stonyhurst invites you to be a part of our exceptional staff throughout the 2024 Stonyhurst Summer School, where you can make a meaningful impact on young minds and create unforgettable memories.

We're looking forward to welcoming 160 students from across the globe for both the English Language Courses and Stonyhurst Scholars' programme in 2024. The teaching is rooted in the rich historical tapestry of the school and inspired by characters who walked these very halls.

The Language school boasts a unique curriculum with themed weeks centred on literary legends Tolkien, Shakespeare and JK Rowling and former Stonyhurst student and author of Sherlock Holmes, Sir Arthur Conan Doyle. The Scholar's Programme is new for 2024 and wishes to empower gifted high school students with the tools for their future endeavours, whether that be further studies or steps into their future careers. Every student who stays at Stonyhurst, whether for two weeks or a full year, is surrounded by the Stonyhurst mission, *Quant Je Puis, All that I can.*



STONYHURST





Mission

Stonyhurst is a **Jesuit Catholic School** with a **tradition of excellence** that seeks to **develop the full human potential** of its pupils to **live lives of faith and justice** as **citizens of the world**.



Vision

Through our mission, values and identity we thrive.
Our pupils and our people, **all that they can be**.



STONYHURST

Quant Je Puis



Values

TRUST

We are open, honest
and transparent.
We are accountable.
We are empowered &
free to act.

TEAM

We are aligned.
We help one another.
We are one Stonyhurst
Community.

ACTION

We are decisive.
We set goals and achieve them.
Everything we do is in service
to the needs of our young
people.

THE *Role*

Join Stonyhurst College for an activity filled summer as an Activity Leader. This is an exciting opportunity to contribute to the success of the Stonyhurst School and play a pivotal role in shaping the 'Stonyhurst Experience' for our students.

As an Activity Leader, you will be at the heart of our vibrant summer programme, working collaboratively with colleagues to provide an exceptional experience for students from around the world. This role will allow you to develop invaluable transferable skills, embrace new challenges, and cultivate confidence while providing students with an enriching and meaningful experience that extends beyond the classroom.

Your involvement will span the entire spectrum of the summer programme, including leading afternoon activities and entertainment sessions. You'll play a crucial role in maintaining high standards in programme delivery, ensuring punctuality, and fostering a positive and inclusive atmosphere for all participants.

Your responsibilities will extend to providing pastoral support and guidance, reinforcing our commitment to the care and welfare of every student. Beyond the classroom, you'll contribute to the success of excursions, taking on the responsibility of student safety and well-being.

If you're ready to embrace new challenges, grow both personally and professionally, and actively contribute to creating unforgettable summer memories for our students, we invite you to join us. Become a part of Stonyhurst College's commitment to excellence and make this summer an unforgettable experience for both our students and yourself.



KEY TASKS & Responsibilities

- To prepare and lead afternoon activity and evening entertainment sessions as part of the summer school social programme, ensuring high standards are maintained in delivering the activity and entertainment programme.
- To begin and end sessions on time.
- To ensure, as far as possible, that students participate, enjoy their activities and entertainment, and maintain personal and student punctuality.
- To supervise students with great care and attention both during activities and entertainments and whilst on excursions.
- To act in a responsible, professional, and sensitive manner amongst both colleagues and children, while on and off duty for the duration of the course, and on the school grounds at all times.
- To complete and keep up to date the administrative paperwork as necessary (end of course reports, activity registers, incident reports).
- To participate in the Appraisal Scheme, be observed while on duty by a member of the SMT and engage in subsequent discussions during and at the end of the course.
- To attend meetings arranged by the Course Director or Director of Activities.
- To ensure that the necessary equipment is safely set up, used and removed, and is safely replaced according to the instructions in the Activities Handbook.
- To ensure that College spaces are left clean and tidy and as they were found at the end of each session.
- To prepare, organise and lead, as part of a joint task with another Activity Leader, at least one evening entertainment per two-week course.
- To assist in the delivery of the entertainment programme and to be mindful and diligent in the supervision of children at all times.



KEY TASKS & *Responsibilities*

Welfare Duties

- To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the Staff Handbook.
- To have undertaken Stonyhurst Safeguarding Training during Staff Inset, as provided by Stonyhurst College.
- To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook, and to have responsibility for the safety of students participating in the activity programme.
- To carry out overnight duties throughout the course according to a rota.
- To wear staff ID's and Summer School clothing when on duty.

Excursion Duties

- To work as part of a team to ensure the safe and successful delivery of the excursions.
- To be responsible for a group of students and ensure regular checks and registrations.
- To be aware of students' medical conditions and act if needed to ensure a student's safety or wellbeing.

General Duties

- To participate in the Induction Course prior to the opening of the summer programme.
- To be a member of the airport transfer/school reception teams.
- Duties will include leading activities, working with, and supporting colleagues, supervising breaks, excursions, evening entertainment/activities and overnight boarding duties, including wake up.
- There will be a free day each week incorporated into the timetable for all Activity Leaders.
- To actively participate in all activities alongside students.



PERSON *Specification*

Qualifications, Skills and Experience	Essential	Desired
To be committed to the safeguarding and welfare of children and young people.	✓	
To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals set out in the Mission Statement.	✓	
To have good time management skills and be able to prioritise tasks.	✓	
To have excellent organisational skills.	✓	
To enjoy working with young people.	✓	
To have good communication skills, written and verbal.	✓	
To be able to build positive professional relationships with colleagues.	✓	
To have the ability to be a team player but also be able to use own initiative when necessary.	✓	
To be discreet, tactful, approachable and diplomatic.	✓	
To be flexible and adaptable to the operational needs to the Summer School.	✓	



KEY Information



To arrange a confidential discussion about the role, please contact recruitment@stonyhurst.ac.uk.



The closing date for all applications is **4th January 2024**. We reserve the right to close the vacancy early if we receive a high volume of suitable applications.



Interviews will take place as soon as practicable after the closing date.



Any queries regarding the recruitment and application process may be directed to recruitment@stonyhurst.ac.uk.



APPLICATION *Process*



Apply

Candidates should complete the official Stonyhurst Application Form which includes details of key achievements and experience or apply via TES. Completed forms can be returned to recruitment@stonyhurst.ac.uk by 4th January 2024.



Short-listing

The team will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile. Those who best fulfil the criteria will be invited to attend an interview.



Interview

The successful applicants will be invited to attend a panel interview as soon as possible after the dosing date.



Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks.



Our Commitment

TO SAFEGUARDING

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

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer or education institution**;
- Proof of **identity, address and right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be required to present relevant Certificates of Good conduct/Overseas Police checks from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- Satisfactory completion of the **probationary period**;
- A satisfactory **enhanced disclosure** from the DBS. The applicant will be required to **complete the application form** for an Enhanced DBS Check and start dates will be **delayed** if a result is not received;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check**.



STONYHURST



A DAY *in pictures*



STONYHURST



All
that you
can be.



STONYHURST

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