



RECREATION DIRECTOR

Young Learners | Residential

Introduction

Thames Valley Summer Schools, a long-time member of English UK, has operated high quality summer courses for overseas students for over 40 years. The Company's administrative office is in Windsor, and courses are held in attractive locations, primarily in the south-east, using prestigious independent schools. Courses are accredited by the British Council.

The Company is represented by over 150 agents throughout the world. The majority of students come from western and central Europe, with the remainder from Asia, Russia and Latin America, in groups or as individuals. Some groups are accompanied by national leaders who assist our staff, particularly in matters of student welfare. Students, who stay for 2 - 4 weeks, are accommodated in boarding houses of between 40 - 50 students. Courses run for 4-6 weeks.

Course organisation

In overall charge of each centre is a Course Director, whose job it is to ensure the successful management of the course. The Recreation Director has responsibility for planning and delivering the recreation programme with assistance from other senior staff, Recreation Assistants and specialist recreation staff. The Senior Housemaster/mistress liaises with the Housemasters/mistresses to ensure boarding houses run efficiently. The Director of Studies is responsible for the effective management of the academic programme with assistance from the Senior Teacher.

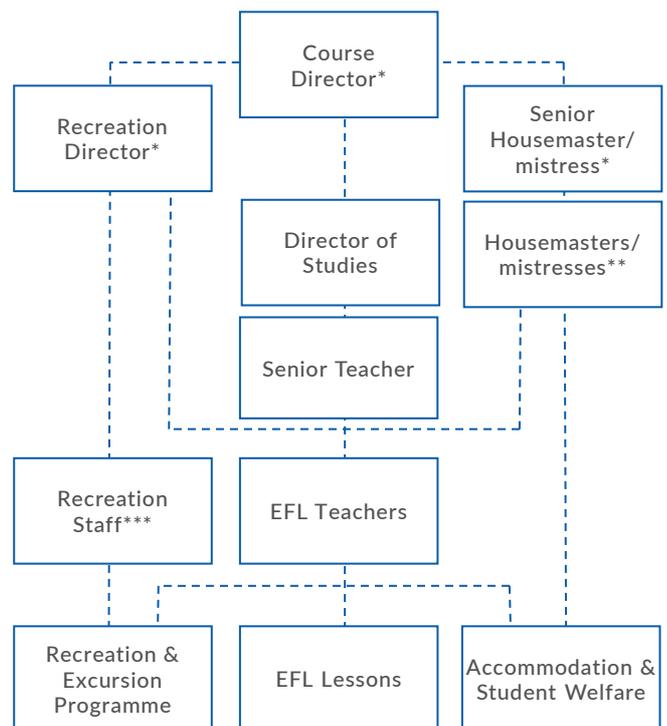
EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

Students at all centres follow a study programme designed to prepare them for the Trinity College Graded Examinations in Spoken English. At Rugby students may alternatively follow an FCE or IELTS examination course.

For EFL staff, each day is divided into three sessions. The first from 08.30 - 13.30 includes EFL lessons, student/staff

meetings and lunch. The second session from 13.30 - 18.30 includes programmed sports/recreation activities and student free time. The third daily session from 18.30 - 23.30 starts with supper, followed by evening activities. Student bedtime is usually 22.00 - 22.45, depending on the evening activity and student ages. There are two excursions per week. EFL teachers are expected to actively supervise recreation activities and, when on duty, help monitor students' behaviour in the boarding houses and assist with student bedtime arrangements. All staff work an average six-day week and senior staff cover for each other on days off.

Prior to the commencement of courses will there be on-site role specific and safeguarding briefings. TVSS is committed to safeguarding and protecting the welfare of children and young people and expect all staff to share this commitment.



* May be Designated Safeguarding Person (DSP)

** One per boarding house.

*** Recreation Assistants & Specialist Recreation Teachers.

JOB DESCRIPTION

The Recreation Director (RD) has overall responsibility for the recreation programme. RDs arrive at the centre three days before students in order to familiarise themselves with the host school's facilities and liaise with the Course Director (CD) to prepare for the beginning of the course.

The Recreation Director is required to:

- 1 Plan and implement the recreation programme within guidelines from the Windsor office. This includes checking excursion bookings, outside contractors (e.g. DJs, etc.) & reconfirming arrangements as appropriate.
- 2 Check recreation facilities and risk assessments provided by the host school. Recommend amendments to risk assessments where necessary.
- 3 Check equipment inventories and supervise the safekeeping of equipment.
- 4 Ensure the effective supervision and safety of students when participating in recreation activities.
- 5 Actively participate in recreation activities personally as other duties allow. This will include at least one excursion per week and one daily sports activity session, usually the final afternoon session.
- 6 Liaise with the CD for preparation of the weekly staff duty rota.
- 7 Liaise with the Recreation Assistants (RA) to make sure that the appropriate staff: student ratios for activities are applied, that staff are allocated to recreation sessions as per their terms of employment and that ESFs are allocated across the activities.
- 8 Brief staff and ESFs on their recreation programme responsibilities and actively monitor staff and ESFs on their effectiveness in fulfilling these.
- 9 Liaise with DOS/ST to ensure staff and National Leaders are fully briefed for excursion.
- 10 Liaise with National Leaders and help them organise optional excursions.
- 11 Monitor student satisfaction and participation in recreation activities and take appropriate corrective action. This includes the collection of student attendance lists for each session and ensuring excursion feedback reports are completed.
- 12 Liaise with other senior staff on a daily basis to discuss recreation arrangements and plan future events.
- 13 Prepare excursion groups in accordance with TVSS guidance.
- 14 Brief students and supervisors in the use of itineraries and risk assessments.

- 15 Ensure students and staff are aware of First Aid facilities.
- 16 Liaise with the Summer Courses Coordinator at Windsor regarding excursion bookings.
- 17 Take responsibility, with the CD, for the financial administration of the recreation programme, including the weekly processing of accounts records to Windsor.
- 18 Provide feedback on staff as well as a detailed final report on the recreation programme.
- 19 Undertake training and responsibility for being one of the Designated Safeguarding Officers at the centre when required.
- 20 Take overall responsibility for the centre to cover for CD time/days off.

Ideally, Recreation Directors will be qualified and experienced teachers of P.E.. They should have a proven track-record in recreation administration and will have worked with the age range of the students at the centre they are applying for. RDs should have the personality and skills to engender in staff a positive attitude to supervising activities and to create a safe and stimulating environment in which students enjoy themselves.

Centres	Age range	Course dates
Epsom College	10 - 16	04 July - 31 July
St. George's, Ascot	10 - 16	10 July - 06 August
St. John's, Leatherhead	8 - 14 14 - 17	04 July - 31 July
Rugby School	12 - 17	05 July - 08 August
Sevenoaks School	13 - 17	03 July - 13 August

RDs arrive at the centre three days prior to the start of the course. There will be English School Friends at Epsom, St. John's, Leatherhead and Rugby.

Salary scale	Basic weekly salary	Total 3-week package*
Previous TVSS staff	£565	£2020.43
New to TVSS	£540	£1936.34

*3-week package includes basic weekly pay plus 12.12% statutory holiday entitlement plus on-site preparation days' payment.

Salaries include full-board accommodation. Contracts are for a minimum three weeks plus three days' paid on-site preparation before the students arrive. Salaries are subject to Tax and National Insurance deductions where applicable. This job description is not exhaustive and staff are expected to carry out any other reasonable duties as required.

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