



THE
KING'S SCHOOL
CANTERBURY

uJob Description

Job Title:	Co-Curricular Director – Summer School
Contract:	Fixed Term, Seasonal
Hours:	See full details listed on page 4-5 of this job description
Salary:	See full details listed on page 5-6 of this job description
Department / Section:	The King's Summer School
Reporting to:	Summer School and Commercial Director
Line management responsibility for:	Activity Leader, Activity Leader & Photographer

Summer School Information

This summer marks the second year of our King's Summer School, welcoming students aged 8-17 years to live and study at King's. This programme is designed for students eager to enhance their English language skills and/or native speaking students who already have a high level of English proficiency.

Students will enjoy a wide range of cocurricular activities and excursions and select from one of the eight specialist academies: Sports, Music, Pre-University Preparations, IELTS Preparation and Exam, Art & Design, Business and Entrepreneurship, Foundation in STEM, and International Relations.

Our Shenzhen English Immersive Programme is in its fourth year, and we deliver this for students associated with our partner school, The King's School, Shenzhen, China. Designed for children aged 9–13, the programme will take place at The King's Junior School.

The primary aim of our summer schools is to develop students' verbal and written communication skills, enhancing their confidence in conversation and public speaking. Alongside this, students will benefit from a comprehensive co-curricular programme and attentive pastoral care, ensuring an engaging and supportive learning environment.

Position Overview

The Co-curricular Director is a key leadership role responsible for designing, delivering, and overseeing the co-curricular components of The King's School Summer Programmes, including social activities, enrichment content, and excursions. This position ensures a dynamic, engaging, and safe co-curricular experience for students while upholding the values and standards of The King's School. Combining leadership, creativity, and administrative expertise, the Co-curricular Director fosters a vibrant and inclusive environment that complements the academic programme.



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Key Responsibilities

1. Co-curricular Leadership and Programme Oversight
 - Develop, implement, and oversee a comprehensive co-curricular programme, including social activities, excursions, and enrichment opportunities.
 - Ensure all co-curricular offerings align with the programme's goals and provide meaningful, enjoyable, and educational experiences for students.
 - Evaluate the effectiveness of activities and excursions, introducing improvements to enhance student engagement and satisfaction.
2. Team Leadership and Staff Development
 - Manage a team of activity leaders and support staff to deliver high-quality co-curricular content.
 - Provide guidance and support to staff, promoting a collaborative and professional atmosphere.
 - Conduct regular performance evaluations and offer constructive feedback to help staff develop their skills.
 - Lead induction and training sessions, ensuring staff understand programme policies, safeguarding procedures, and expectations.
3. Activity and Excursion Coordination
 - Design and schedule a diverse range of social events, excursions, and on-site activities to cater to students aged 8–17.
 - Ensure activities are inclusive, engaging, and appropriate for the varied interests and abilities of the students.
 - Supervise excursions, on-site and off-site activities, ensuring all health, safety, and safeguarding measures are adhered to.
 - Collaborate with other departments to integrate co-curricular activities with the broader summer programme.
 - Complete risk assessments for all activities and excursions, ensuring student safety and well-being.
4. Operational and Administrative Responsibilities
 - Oversee the logistical planning of all co-curricular activities, including transportation, venue bookings, and materials procurement.
 - Manage student attendance, sign-in/out processes, and risk assessments for all activities and excursions.
 - Coordinate orientation and social icebreaker activities to help students settle into the programme and build connections.
 - Address operational challenges swiftly and effectively, maintaining smooth programme delivery.



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5. Student Welfare and Engagement

- Foster a supportive and inclusive environment that prioritises the physical, emotional, and social well-being of all students.
- Act as a role model, promoting respect, inclusivity, and collaboration among students and staff.
- Address student concerns with empathy and professionalism, ensuring all students feel valued and supported.
- To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant summer school policy.

6. Accommodation

- For the duration of the King's Summer School programme, the employer will provide short-term residential accommodation and meals for all residential staff, where staying on site is necessary for the proper performance of their duties. This provision is limited to the programme period.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

Person Specification

	Essential	Desirable
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> • Bachelors degree in any field • A recognised qualification demonstrating C2-level proficiency in English may be required, or equivalent evidence of proficiency 	<ul style="list-style-type: none"> • Bachelors degree in education, event management, or a related field • Emergency First Aid at Work certificate • Fire Marshall Training certificate
Experience (Candidate has...)	<ul style="list-style-type: none"> • Relevant experience of in managing or delivering co-curricular or extracurricular programmes in an education setting. 	<ul style="list-style-type: none"> • Extensive and relevant experience of in managing or delivering co-curricular or extracurricular programmes in an education setting. • Experience working with multilingual student groups • Experience in event planning, youth engagement, or similar fields. • Any experience in a residential and/or summer school setting
Skills	<ul style="list-style-type: none"> • Supervise, support and manage the co-curricular team 	<ul style="list-style-type: none"> • Lead innovative change and development in Summer School operations



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(Candidate is able to...)	<ul style="list-style-type: none"> • Proven ability to inspire and manage staff, with a track record of delivering high-quality activities and excursions. • Exceptional communication and relationship-building abilities, with a student and staff-focused approach. • Demonstrated expertise in planning and executing large-scale activities and events, with a proactive and detail-oriented mindset. • Work as part of a team • Familiarity with safeguarding and child protection policies, with relevant certifications. • Strong ability to manage multiple responsibilities, with attention to detail and a proactive mindset. • Fluent English, with excellent verbal and written communication skills. • A confident IT user, with proficiency in the use of Microsoft Office. 	<ul style="list-style-type: none"> • Creativity and enthusiasm for delivering innovative and memorable co-curricular experiences. • Promote inter-departmental cooperation for integrated educational projects • Actively seek out new resources and activities. • Deal with interpersonal conflicts professionally and pragmatically
<p>Qualities</p> <p>(Candidate is...)</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Literature and Numerate • Professional • Consistent & Reliable • Organised • Able to work independently • Personable, pragmatic, and enthusiastic • Ability to adapt quickly to new challenges and maintain a calm, solutions-focused attitude. 	<ul style="list-style-type: none"> • Innovative • Self-confident • Inspirational

Safeguarding

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.



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Dates and Hours

This position is available for both or either of these programmes:

Programme	Details
King's Summer School	03-04 July 2026 (training and induction) 05 July – 15 August 2026 (programme delivery)
Shenzhen English Immersive Programme	03-04 July 2026 (training and induction) 05-18 July 2026 (programme delivery)

Full attendance at training and induction is required, and throughout the entire contract period.

Flexibility to work outside of standard hours, including early mornings, evenings, and weekends as needed.

Salary

Payment will be made in **July and August**, in line with the hours worked during those periods.

Pay for the summer period has been calculated on the basis of a full-time equivalent (FTE) role of 37.5 hours per week over 52 weeks of the year.

Payment will be made for hours worked during the two-week summer school programme totalling 48 hours per week at an hourly rate within the range of £13.81 – £21.24, based on qualifications and/or experience. Holiday pay will be paid in addition at the rate of 12.07% of basic pay and will be itemised separately on the payslip.

- £38,657.10 – £42,338.72 basic salary + £4,665.91- £5,110.28 holiday pay = £43,323.01 - £47,449.00 pa

Over the course(s) delivery dates, inclusive of accrued holiday pay, this equates to:

Programme	Details	Salary & Holiday Pay
King's Summer School	03 July – 15 August 2026	£355.47 - £389.33 per 2-day training £1,066.41 - £1,167.98 per 6-day week
Shenzhen English Immersive Programme	03-18 July 2026	£355.47 per 2-day training £1,066.41 - £1,167.98 per 6-day week



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Employees participating in the overnight on-call rota will receive a fixed standby payment of £50.00 per night for being available on-site. If you are called upon to work during this on-call period, your usual hourly rate will apply for those hours worked.

Owing to the short-term nature of summer school contracts at King's and our duty of care to students, unpaid leave may be granted only in exceptional circumstances and must be requested no less than one month in advance.

How to Apply

Internal Applicants – please apply through your employee self-service portal.

External Applicants - please apply via the link below.

https://ce0748li.webitrent.com/ce0748li_webrecruitment/wrd/run/ETREC179GF.open?WVID=7936552BH8&VACANCY_ID=602809743r

Deadline for applications: The post will be closed once we have appointed to the position and therefore early applications are advised.

For any questions please contact HR or to discuss the role further Mike Pengelly
m.pengelly@kings-school.co.uk

Reviewed by:	Mike Pengelly (Summer School and Commercial Director)
Review date:	February 2026