



## DEAN CLOSE FOUNDATION

<b>Job Title</b>	Summer School Deputy Activities Coordinator
<b>Reporting to</b>	Summer School Activities Coordinator, and Head of Summer School
<b>Department</b>	Dean Close Summer School
<b>Hours of work</b>	Up to 48 hours per week spread over the week
<b>Start Date</b>	July 6 <sup>th</sup> 2026
<b>FTE Salary</b>	£700 - £800 per week, depending on experience
<b>Foundation Area</b>	Dean Close Foundation
<b>Location</b>	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 2<sup>nd</sup> 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](http://www.deanclose.org.uk/summer)

### The Role

The Deputy Activities Coordinator is responsible for supporting the Activities Coordinator in delivering a successful and highly engaging activity and evening social programme, through careful planning and management of a team of activity leaders to ensure all students are able to gain new skills, have new experiences and make great memories during their time here. The Deputy Activities Coordinator will work close with Activities Coordinator and the Head of Summer School to ensure the excursions are fun, engaging, culturally enriching, and above all safe and delivered in line with all trip policies and procedures. They will help in directly managing the activity team to ensure professional standards are maintained and all risk assessments are understood and adhered to.

They will deputise for the Activities Coordinator in their absence, managing each activity session remotely, ensuring that each activity is adequately staffed, according to school policies and with awareness of any issues that may emerge. They will be on direct call and on duty to solve any problems that emerge from the activity, excursion, or social programme. They will also assist the Head of Summer School in all aspects of summer school management and may assume part of his duties when he or the Activities Coordinator is not on-site.

### Purpose of Job

#### Main Duties and Responsibilities

- Support in coordination of all aspects of the activity programme, including allocating appropriate staff to each session
- Ensure all risk assessments are up-to-date, appropriate and adhered to by all staff
- Ensure all equipment is readily available at the start of each session
- Liaise with the Facilities Manager to ensure facilities are booked and set up for each required session
- Maintain the highest level of quality in the delivery of the entire activity programme, including matching up the right staff to the right activity to get the best out of each activity leader's skillset.
- Support in the line management of the activity team, providing support, guidance, advice and CPD where appropriate



	<ul style="list-style-type: none"> <li>• Work with the Activities Coordinator and Head of Summer School to ensure the highest level of quality in the activity and excursion programme</li> <li>• Coordinate with the Director of Studies to ensure students are getting the best English learning opportunities throughout the entire programme</li> <li>• Coordinate and communicate with all relevant departments, including visiting Group Leaders, to ensure that student wellbeing is safeguarded</li> <li>• Check paperwork such as registers, risk assessments and other paperwork to address any issues before they become problems</li> <li>• Liaise with Group Leaders and other stakeholders to ensure students are getting the best from the summer school experience</li> <li>• Provide professional and personal development to the activity team, including through observations and workshops</li> <li>• Communicate frequently and be highly visible to any Group Leaders and other staff members to ensure highest standards are maintained</li> <li>• Ensure all administrative tasks and paperwork is completed accurately and efficiently</li> <li>• Safeguarding students' wellbeing, by reporting any and all incidents, and being available to solve students' problems</li> <li>• Enforcing the student Code of Conduct and tackling behavioural issues</li> <li>• Motivating students and inspiring them to try new activities and take part in all events</li> <li>• Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment</li> <li>• Interact with students, staff, agents, and group leaders with courtesy, professionalism and respect at all times</li> <li>• Uphold the high reputation of Dean Close throughout all interactions</li> <li>• Work in line with all policies and procedures</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Summer School Activity Leaders <ul style="list-style-type: none"> <li>○ Organise the Activity Team to ensure main duties and responsibilities are carried out and that all activities and excursions are well-planned and well-executed</li> </ul> </li> <li>• EFL Teachers (when outside the classroom) <ul style="list-style-type: none"> <li>○ Support the Teaching Team when they are required to support in activities and the evening social programme, to ensure everything is ready for each activity and each session is well-planned and well-executed</li> </ul> </li> </ul>
<p><b>Financial Responsibility</b></p>	<ul style="list-style-type: none"> <li>• This role holds no financial responsibility.</li> </ul>



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



<ul style="list-style-type: none"> <li>○ courage</li> <li>○ contribution, allowing those around you to flourish.</li> <li>● Demonstrate and develop the following skills: <ul style="list-style-type: none"> <li>○ Critical Thinking</li> <li>○ Compassion</li> <li>○ Creativity</li> <li>○ Collaboration</li> <li>○ Communication</li> </ul> </li> <li>● Support and contribute to the Foundation's responsibility for safeguarding pupils.</li> <li>● Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors.</li> <li>● Promote equality of opportunity for all students and staff, both current and prospective.</li> </ul>	
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<b>Terms of the Role</b>	
<ul style="list-style-type: none"> <li>● You will be required to work up to 48 hours as the role requires.</li> <li>● 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.</li> <li>● 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.</li> <li>● Day off requests may be given in exceptional circumstances where it has been agreed upon before the role commences.</li> <li>● Meals provided for the duration of the Summer School</li> <li>● Residential and non-residential opportunities available</li> <li>● Residential opportunities come at no extra cost but demand greater input on the residential and pastoral side of things</li> <li>● Free onsite parking</li> </ul>	

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.

