

SEVENOAKS SCHOOL

JOB DESCRIPTION



Activity Leader-Summer Programme

(1 month Fixed Term Contract: July 2019)





The School

Sevenoaks School is a large co-educational independent School. Founded in 1432 by William Sevenoke as a grammar school to serve the town, the school enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole. There are 1100 pupils from age 11 to 18, including over 400 in the Sixth Form. About 350 pupils, from approximately 45 countries, board in the seven boarding houses.

Summer Programme

Sevenoaks School Summer Programme is a two-week academic enrichment course for ambitious international students aged 14-17. The course is challenging, and includes four ten-hour modules on Critical Thinking, Social Entrepreneurship, Creativity and Digital & Study Skills. These modules are all integral to the academic life of any Sevenoaks pupil so the international students will leave the Summer Programme with a real indication of Sevenoaks School academics

The Summer Programme will run for 2x2 week periods from Wednesday 3 July to Wednesday

31 July 2019. New staff induction days and set up will take place on 1-2 July 2019.

The Role

Activity Leaders will lead groups of students and help supervise multiple activities, both sporting and creative. They will also be responsible for supervising students on excursions and evening social activities. Activity Leaders may also be required to assist with student arrivals and departures, accompanying students to and from airports.

The position is offered as a fixed-term contract. Although applicants who have full availability throughout this period are prioritised, applications for shorter periods may be considered. Therefore, if you are unable to work for the entire 4 weeks, please state this clearly in your application form and provide reasons.

Duties

- Prepare and lead activities, producing session plans for each activity.
- Provide coaching to an appropriate level in any specialised field in which the Activity Leader is suitably qualified (be it sport, visual arts or musical theatre).
- Read and understand the risk assessments for each activity/excursion the Activity



Leader is involved in to ensure student safety at all times.

- Accompany and supervise groups of students on excursions. Facilitate assembly of students at pre-arranged points and times for each activity/excursion.
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- Orientate and help new students as required.
- Engage and integrate the Sevenoaks students and International students throughout the co-curricular programme.
- Be aware of, monitor and manage students conduct and behaviour to promote a harmonious international community to ensure students enjoy and get the most out of each activity/excursion.
- Undertake airport transfers warmly, positively and with flexibility following all timings accurately.
- Plan and supervise an exciting and varied evening activity programme.
- Plan activities for and assist with Welcomes on Wednesday afternoons and the student induction and team building activities on Wednesday evenings.
- Complete attendance registers for each activity.

- Attend all activity and excursion briefings and team meetings.
- Write student weekly progress and end of course reports to a high standard and by the required deadline.
- Actively manage, supervise and engage with students during mealtimes in order to ensure a calm and pleasant dining experience for all.
- Carry out the duties and responsibilities of the post in accordance with the School's relevant policies including Health and Safety.
- Ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

Person Specification

General

- Passionate about developing young people.
- Excellent communication and interpersonal skills (both written and verbal).
- Excellent time management and organisation skills.
- Hard-working and able to work under pressure, individually and as part of a team.
- Reliable, enthusiastic and able to work



- unsupervised.
- Good humoured with the desire to achieve the highest standards.
 - Flexible and adaptable to changing circumstances and requirements.
 - Proactive and self-motivated with a “can do” attitude.
 - Excellent social skills.
 - Ability to demonstrate an international outlook.
 - Energetic, fun and creative.
 - A student centred outlook and ability to communicate effectively with young people.

Qualifications / Experience

Essential

- Ability to lead, supervise, engage and have fun with young learners.
- Passionate about one or more of the following: sport, drama, music, visual arts.
- Previous experience of teaching/coaching in an international summer school, activity camp or similar context.
- Fluency in spoken and written English.

Desirable

- Educated to degree level or equivalent or currently studying for such a qualification.

- A sports and / or coaching qualification (e.g. QTS in Sports or PE) or equivalent in Drama and Performing Arts.
- Experience in leading art-based activities.
- First Aid Certificate.
- National Pool Lifeguard Qualification (NPLQ).
- A good understanding of health & safety and safeguarding issues.

Medical

The successful applicant will be required to undergo a self-declaration medical.

Staff Pension & Benefits

There are a range of benefits that will be offered to the successful candidate including onsite parking and all meals while on duty.

Hours

The Activity Leader will work 6 days per week for the fixed term contract. Expected hours are Monday to Friday 15:00 to 22:00 and Saturday 08:00 to 22:00.

For the most part, Sunday will be the day off but this may not always be the case. Activity Leaders will be required to work Saturdays and evenings. This position requires Activity Leaders to work as necessary for the proper



performance of your professional duties.

Salary

The salary for this post will be £500 per week including holiday pay and includes all meals while on duty.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral) immediately.

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service

(DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

Please contact the Human Resources Office at personnel@sevenoaksschool.org or telephone 01732 467740 if you have any questions about a completed application.