JOB DESCRIPTION

Academic Staff

Summer Schools – Camps - Colleges

Residential Position

About Summer Boarding Courses

Founded in 2008, Summer Boarding Courses (SBC) delivers award-winning residential summer programmes that combine academic and social enrichment, bringing students from around the world together through education.

Our programmes take place at leading UK boarding schools and university college campuses, providing students with an inspiring environment to learn, develop confidence and build skills for their future.

To date, over 21,000 students from 155 nationalities have studied with us. SBC has also been ranked Number 1 in the EL Gazette's British Council inspection league table from 2018 to 2026 and achieved a perfect 15/15 areas of strength in British Council inspections.

Our courses unlock potential and ignite a spark for long-term success.

Ways we support our Academic Staff:

- We will cover the full cost of a new DBS (if required) for your first contract working with SBC. We encourage all staff to sign up for the Update Service
- Extensive, paid, on-site training prior to student arrival
- Accommodation included
- CPD and Appraisals
- Staff Wellbeing Initiative
- Access to Employee Assist Programme (EAP)
- Continual support for all staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and prevent training
- Professional, fun and supportive environment

THE ROLE

At SBC, our teachers and tutors are at the heart of what we do, delivering high-quality, inclusive lessons in their specific subject areas to students passionate about learning. Thriving in a vibrant and supportive environment, they inspire students to grow in confidence and develop essential 21st-century communication skills. As well as teaching their subject our teachers guide and support students in "Time to Shine" presentations, where learners showcase their subjects and ideas to their peers, fostering creativity, collaboration, and critical thinking. By cultivating a culture of respect and understanding, our teachers nurture a lifelong love for learning through engaging and dynamic lessons. Their dedication ensures every student's time with SBC is truly inspiring and unforgettable.

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Responsible To: The Director of Studies/Academic Manager

Duties:

Main Duties

- Acquaint yourself with the SBC syllabus, materials, and resources during the induction period.
- Deliver lessons using the SBC syllabus and suitable materials.
- Cultivate a student-centred learning environment that promotes 21st-century skills.
- Set projects as guided by the SBC syllabus.
- Cater to individual needs, ensuring students reap the full benefits of their course.
- Regularly review students' work, mark assignments thoughtfully, and provide constructive feedback.
- Handle administrative tasks like maintaining class lists, recording work, registering students, and preparing certificates and reports.
- Ensure a positive classroom atmosphere and encourage all students to participate.
- Attend morning meetings with the Director of Studies and other sessions as requested by summer school management.
- Join CPD (Continued Professional Development) workshops.
- Plan for lesson observations, reflect upon them, and attend feedback sessions with the Director of Studies to discuss potential areas of improvement.

Site Specific Duties:

At some of our sites our academic staff take a more active role in our social programme, supporting our Activity staff in delivering activities to our students during their non-academic sessions. These duties will be discussed at interview and will fall within the working hours outlined in this job description. As a apart of these duties the academic staff member may be responsible for:

- Leading or supporting social activity sessions
- Leading or supporting a group during an off-site excursion
- Supporting in the delivery of evening events

Safeguarding Responsibilities

- Be committed to the safeguarding and welfare of students in your care
- Complete online safeguarding training and attend on-site safeguarding training during induction week
- To read and understand SBC's Safeguarding Policy, Staff Handbook, Operations Policy Handbook and Part 1 of Keeping Children Safe in Education (including annexes A & B)
- To be alert to the signs of abuse and neglect, and report any concerns to the DSO immediately (including low level concerns)
- To know what to do if a student tells a member of staff they are being abused, exploited or neglected
- To help students understand how to keep themselves safe and manage risk; earning their trust while maintaining professional boundaries

General Duties

The welfare of students is paramount to us and every member of the team is expected to assist in maintaining the welfare and order at the site, including in the accommodation.

- Encourage students to successfully engage in the programme, helping develop their communication, confidence and social skills
- Ensure clear communication to relevant Summer School Staff regarding student health or wellbeing concerns and complete incident paperwork and records as directed.
- Follow all Health and Safety guidelines and risk assessments.

- Ensure understanding of all Emergency and Fire Evacuation policies, including site evacuation points.
- Interact with students in a manner that's both friendly and professional.
- Help ensure the students meet the Student Code of Conduct; promoting and embodying standards of behaviour that we would expect from our students at all times.
- Remain professional and empathic while managing student behaviour and approach in a positive and constructive manner in line with SBC Student Behaviour Management and Anti-Bullying policies and procedures.
- Where required, support supervision during meal and break times, and assist with student sign-ups, sign-ins and registers.
- Provide support during arrival and departure days both on and off-site, remaining flexible to tasks required and ensuring a welcoming and positive experience for all students
- Where required, help with off-site student transfers. This can include work at airports, train stations and transfer taxis
- Where required, lead a group of students on off-site excursions, following pre-planned itineraries and ensuring thorough supervision throughout.
- Demonstrate flexibility, as is often required in residential roles.
- Assist at any time, whether on duty or not, in an emergency situation
- Attend training, team meetings and programme briefings as required.
- Share reflections about your experiences over the summer.

EXPERIENCE REQUIRED

Essential

- A completed or pending completion undergraduate degree in a subject relevant to your subject
- CELTA, Trinity Certificate, or PGCE in English, Modern Foreign Languages, or Primary.
- Experience and genuine enjoyment of working with children in a professional capacity
- Strong communication skills, ability to work under pressure, flexibility
- An empathic manner and positive manner
- Ability to proactively engage with young people

Desirable

- Experience of the UK boarding environment
- Experience teaching EFL in an international environment
- Strong organisational skills

Hours of Work

A normal working week for our Academic Staff will consist of up to 45 hours per week over six working days.

All staff will receive one full day off per week.

CONTRACT INFORMATION

Our courses run from the end of June to the middle of August. Please see our website here for the exact dates and more information.

Remuneration: The salary for our Avcademic Staff is £830 per week (subject to tax and national insurance), paid weekly in arrears (for the avoidance of doubt this sum includes a holiday allowance at 12.07% of basic pay in the sum of £89.39), plus accommodation at the summer site.

** Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave. At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

Locations

The role of Academic Staff Member will be based at one of the following sites:

Earlscliffe
Camp Headington
Camp Dragon
Dukes Cambridge
SBC at Headington School
SBC at Dulwich College
SBC at Oxford College

SBC Person Specification

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

We expect all SBC staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. SBC staff must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all staff to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

To Apply

Please apply online at: https://summerboardingcourses.com/work-for-us/

We want to make sure we do all we can to set candidates up for success in this process. If you require any adjustments to help you at interview and/or you have any questions at all, please contact us at: recruitment@summerboardingcourses.co.uk

Please note, as this post involves direct contact with vulnerable children, it is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.

Should You Be Successful

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will have to prove your Right to Work in the UK
- You will provide the details of two recent and relevant referees who we will contact and specifically ask about your suitability to work with children and any concerns.
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if you live, or have lived, outside of the UK
- You will be asked to state that you have no known reason why you cannot work with children
- Official identification and certificates will be required for our records

Please be aware that SBC may conduct online searches for shortlisted candidates as part of our legal duty to meet out safeguarding duties.

SBC Safeguarding Statement

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.

SBC Equality, Diversity & Inclusivity Statement

We operate a policy of equal opportunities and welcome applications from candidates irrespective of age, sex, marital status, pregnancy or maternity, race, religion, sexual orientation, gender reassignment or disability.