

Ultimate English Teacher at UAC Day Camps

JOB DESCRIPTION

This programme is a partnership between Summer Boarding Courses (SBC) and Ultimate Activity Camps (UAC), combining the strengths of both organisations. SBC offers residential summer courses for children from around the world, while UAC runs activity camps for local British children in the school holidays. Together, we provide a unique summer experience that builds confidence, encourages friendships, and allows international students to participate in high-quality activities while practising their English alongside British children.

SBC and UAC are sister-companies and part of Dukes Education. While SBC oversees the recruitment process for Ultimate Activity Camps, all official documentation, including offer letters, reference checks, and DBS verifications, are managed by UAC. The positions are based at UAC summer camps and direct line management on the ground is by UAC Camp Managers. If you have questions or seek further details regarding this information-sharing, please get in touch.

ABOUT ULTIMATE ACTIVITY CAMPS

Ultimate Activity Camps provide outstanding Ofsted-registered activity day camps for children aged 4–14 during the school holidays, where the children's welfare and fun are at the heart of all they do. Children will enjoy a fantastic range of sports, games and art activities every week led by engaging staff at amazing locations.

ABOUT SUMMER BOARDING COURSES

Founded in 2008, Summer Boarding Courses have united students from around the world through education. Delivering award-winning, future-focused courses that strike the perfect balance between academic and social enrichment. Our residential summer courses take place at some of the UK's top boarding schools and university college campuses, including world-famous Oxford University and Eton College. SBC is the only multi-campus summer school provider in the UK to have achieved a perfect 15/15 areas of strength by the British Council.

BENEFITS

Ways we support our Day Camp Teachers:

- Online and paid onsite training
- Continual support for staff from the Day Camps Programme Manager
- Online safeguarding and Prevent training
- Professional, fun and supportive environment
- Free parking at all sites

THE ROLE

Ultimate English Teachers are responsible for delivering engaging English language lessons to international students aged 6–12. Integrated into the Ultimate Activity Camp programme, our Day Camp students participate in activities alongside British children. This setting not only fosters a multicultural exchange but also provides an immersive English learning environment.

Teachers work on-site from 08.30–3.30 Monday to Friday.

Responsible To: The UAC Camp Manager & Day Camps Programme Manager

- Deliver engaging, student-centred English lessons following the Ultimate English programme that encourage participation.

- Plan and teach four lessons per day, adjusting for student age, ability, and attendance across multiple weeks.
- If a fellow teacher is absent, take responsibility for coordinating class arrangements, merging groups by level, and adjusting lesson plans accordingly.
- Check student proficiency on their first day and adjust class placements if needed.
- Ensure lessons are varied and tailored to individual student needs.
- Ensure student wellbeing during lessons, transitions, and breaks, following safeguarding protocols.
- Address student and parent queries professionally and provide feedback during check-in.
- Support student safety during emergencies.
- Record attendance, lesson plans, incidents, accidents, and student progress.
- Manage administrative tasks like student registers, report writing and certificate preparation.
- Tell the Camp Manager any student concerns.
- Attend training sessions, including pre-summer induction, and set up classrooms and technology.
- Process stock at the end of the summer using the provided stock list; liaise with the Day Camps Programme Manager about stock requirements
- Comply with camp policies, acting as a positive role model.
- Display energy, enthusiasm, and professionalism throughout the summer.
- Provide feedback and reflections to the Day Camps Programme Manager at the end of the summer.

EXPERIENCE REQUIRED

Essential

- A completed undergraduate degree in any subject
- CELTA, Trinity Certificate or PGCE in Primary, Modern Foreign Languages or English
- Experience teaching children under 12
- Ability to work independently or as part of a small teaching team

Desirable

- Experience working with EFL and EAL children under 12
- Experience working in a summer school environment

DBS

The cost of a DBS clearance is ultimately to be met by the employee and will be required from you meaning that the cost of the DBS clearance will be deducted from the employee's pay at the first opportunity. *

*If a deduction is not possible then the employee will be invoiced for the cost of the DBS.

The Company reserve the right to require any staff member to obtain a new DBS check where they deem it necessary. Reasons include but are not limited to: If there has been a significant gap in employment, if the Company believe a disclosure to have been added since its issue, if candidates are unable to provide adequate references, or if they are unable to provide a copy of their DBS check

HOURS OF WORK

A normal working week for Day Camp Teachers will consist of up to 35 hours per week over five working days. Their working day will be between 8:30am – 3:30pm, Monday to Friday.

CONTRACT & PAYMENT INFORMATION

Remuneration: The weekly rate received for EFL Teachers is £650 PLUS any accrued holiday.

* Please note that given the short-term nature of these contracts 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.

Dates and Locations

Camps run in July and August

The role of Day Camps Teacher will be based at one of the following sites. Candidates must be able to work a minimum of two consecutive weeks in a row.

Headington School	Oxford	7 th July to 22 nd August	7 weeks
Holy Cross Prep School	Kingston upon Thames	7 th July to 22 nd August	7 weeks
Sutton High School GDST	Sutton, London	14 th July to 22 nd August	6 weeks
Dragon School	Oxford	14 th July to 15 th August	4 weeks
Shrewsbury House School	Surbiton	21 st July to 15 th August	4 weeks
Fulham Cross Girls School	Fulham, London	21 st July to 15 th August	4 weeks
Chandlings School	Oxford	21 st July to 15 th August	4 weeks

PERSON SPECIFICATION

All members of staff 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 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 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.

SAFEGUARDING STATEMENT

We are 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.

EQUALITY, DIVERSITY & INCLUSIVITY STATEMENT

We operate a policy of equal opportunities and welcome applications from candidates irrespective of sex, marital status, race, colour, nationality, ethnic origin or disability.