

## Photographer (RESIDENTIAL)

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### JOB DESCRIPTION

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

Our residential summer courses take place at some of the UK's top boarding schools and university college campuses, including Eton College, Oxford University Colleges and Headington School. We carefully select our campuses to ensure that they provide the perfect environment for our students to live and study.

Over 15,800 students from 152 nationalities have been welcomed to study with us to date.

Whether it's preparing for future studies, developing 21st-century skills or building confidence, the knowledge gained on an SBC course allows students to go forward and apply what they have learnt to other areas of their education and beyond; giving them the necessary skills to achieve their future goals.

The EL Gazette publishes a league table based on British Council inspections, and SBC have been ranked Number 1 from 2018 to 2023. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

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. A true hallmark of educational quality.

#### Ways we support our Photographers:

- Fully paid DBS check
- Extensive, paid, on-site training prior to student arrival
- All meals and 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

SBC Photographers are an integral part of a successful summer. Your role will be to capture first-hand the full summer school or college experience and bring it to life for our parents through our blogs which are updated daily. Your images will also be used across our marketing channels to promote future summer experiences to new families.

As a photographer, you'll take photos in a non-obtrusive manner to capture the natural essence of the summer experience but must also possess the ability to engage with students and make them feel at ease to secure specific shots outlined in our photography brief and shot list.

### **Main Duties:**

- Capture the summer school experience, producing high-quality images to be used for our daily summer blogs which will be accessed by students' parents and guardians.
- Follow a varied brief throughout the summer which will involve photographing staff training sessions for recruitment promotion, academic sessions, multi-activity programmes, accommodation, excursions and more as required in the brief.
- Manage your time sufficiently within your allocated sessions to capture, edit and upload images to a private shared folder in One Drive.
- Take responsibility for promptly uploading images daily to One Drive for the digital team to select and add them into the daily blog.
- Be proactive, take initiative and control of the daily schedule, discuss with the school management team any changes to the school day, understand changes and challenges which may mean things change and adapt to these, i.e. the weather, changes to the activity timetable.
- Ensure that on a daily basis you capture images that represent the academic, social and activity-based events so that we can showcase these to our families.
- Ensure that we represent all children throughout their 2-week course in our photography, organising and capturing large group shots.
- Work closely with the onsite content creator to capture relevant images for online content.
- Equipment
- You will be expected to provide the following list of equipment
- Digital SLR Camera
- A lens that is capable of capturing photos at a distance
- Laptop with editing software
- Cables required for transferring images
  - Tripod (optional)

### **Safeguarding Responsibilities**

- Be committed to the safeguarding and welfare of all students
- Attend on-site safeguarding training during induction week
- Carry out SBC's safeguarding policy and ensuring others do the same.
- Develop positive relationships with students, earning their trust whilst maintaining proper professional boundaries,
  - E.g. Not sharing personal information such as contact details or social media with students.
- Listen to students and being vigilant regarding the potential indicators of abuse.
- Report any potential concerns to the school's Designated Safeguarding Officer

### **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.

- Help with student transfers for any arrivals and departures if needed. This can include at airports, train stations and in taxis
- Accompany and supervise students on offsite excursions and activities, where required
- Actively supervise and interact with students during meal and break times
- Empower students to successfully engage in the programme while helping develop independence, confidence and social skills
- As with all residential work, be able to show a large degree of flexibility
- Help ensure that the students do not breach the rules of the college or school
- Engage with the students at all times, in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation

- Provide feedback on your experiences during & also at the end of summer

## EXPERIENCE REQUIRED

### Essential

- Confident to take charge of situations and set up shots
- Works well under pressure and is adaptable
- Can multi-task and is good at their own time management

### Desirable

- Experience working with young people
- Experience working in a school, summer school or similar environment
- Experience of the UK boarding environment
- Experience working within the education sector

## HOURS OF WORK

A normal working week for Photographers will consist of up to 50 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:** Paid weekly, one week in arrears. The weekly rate received for Photographers is £600 **PLUS** any accrued holiday to be paid at the end of contract)\* Food and accommodation are included for all residential SBC staff.

*\* 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 Photographer will be based at one of the following sites working over both:

Camp Dragon  
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](mailto: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 sex, marital status, race, colour, nationality, ethnic origin or disability.