JOB DESCRIPTION

Activity Leader

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 Activity Leaders:

- 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

SBC Activity Leaders are vital members of the summer school team, responsible for delivering an exceptional student experience through both the Activity Programme and residential pastoral provision.

Activity Leaders may be based at either one of SBC's college or school settings. Regardless of the setting, the role combines planning and delivering engaging activities with responsibility for the pastoral care, welfare and supervision of students throughout their residential experience.

Activity Leaders are trusted points of contact for students and play an important role in creating a safe, welcoming and inclusive environment. They support students to engage fully in the programme, build friendships and develop confidence, while responding appropriately to welfare and behavioural concerns.
The role requires energy, enthusiasm, professionalism and flexibility, with Activity Leaders working alongside the wider programme, residential and welfare teams to ensure students have a safe, positive and memorable experience.

Responsible To: The Activity Manager/Social Programme Manager

PROGRAMME AND ACTIVITY DUTIES

- Acquaint yourself with the SBC Social Programme session plans, risk assessments, resources and equipment during the induction period.
- Plan, prepare and facilitate a wide range of activity sessions for groups of students.
- Support in the preparation, planning, delivery and pack-down of whole-school events.
- Bring energy, enthusiasm and creativity to all aspects of the Summer School programme.
- Alongside the wider staff team, promote the social programme amongst the student body, supporting with sign-up and encouraging all students to participate.
- Lead groups of students on off-site excursions, following pre-planned itineraries and ensuring thorough supervision throughout.
- Ensure that students are safe at all times during activities, events and excursions.
- Where required, work alongside College Tutors and other programme staff to support and supervise elements of the academic programme, including industry experience, guest speakers and workshops.
- Handle administrative tasks including activity sign-up, registers, risk assessments, and accident and incident logs.
- Plan for session observations, reflect upon them, and attend feedback sessions with the Social Programme Manager(s) to discuss potential areas of improvement.
- Encourage students to successfully engage with the programme, helping to develop their communication, confidence and social skills.

PASTORAL AND RESIDENTIAL DUTIES

- Create a welcoming, inclusive and supportive residential environment in which all students feel comfortable, valued and cared for.
- Act as a positive and approachable point of contact for students, providing appropriate pastoral support throughout their time at SBC.
- Supervise students' movement throughout the day, ensuring the timely delivery of the daily routine, including meals, breaks and all aspects of the academic and social programme.
- Facilitate conversations between students when needed, helping students to build friendships and promoting strong values of equality, celebration of diversity and respect within the school.
- Proactively support, supervise and interact with students during meal and break times.
- Work alongside House Parents and the wider residential team during allocated House Duties to support the residential daily routine, including wake-up, House Meetings, House Time and Lights Out.
- Supervise students in Boarding Houses and other designated areas, ensuring appropriate standards of student behaviour and taking a proactive approach to student wellbeing.
- Encourage positive relationships between students and contribute to a safe, respectful and inclusive community.
- Identify and respond appropriately to student welfare, wellbeing or behavioural concerns, communicating these to the relevant member of the Management or Welfare Team.
- Assist with the supervision and care of sick students under the guidance of House Parents and/or the Welfare Manager.

- Be on call/overnight duty as required by the contract for student medical, welfare and emergency issues.
- If required, complete a First Aid Course and serve as a school first aider.

GENERAL DUTIES

- 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 is both friendly and professional.
- Help ensure students meet the Student Code of Conduct, promoting and embodying the standards of behaviour expected from our students at all times.
- Remain professional and empathic while managing student behaviour, approaching behavioural issues in a firm, positive and constructive manner in line with SBC Student Behaviour Management and Anti-Bullying policies and procedures.
- 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, including work at airports, train stations and transfer taxis.
- Ensure the care, maintenance and organisation of all Summer School resources and equipment, reporting any damage or shortages to the appropriate manager.
- 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.

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.
- 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).
- Be alert to the signs of abuse and neglect and report any concerns to the DSO immediately, including low-level concerns.
- Know what to do if a student tells a member of staff they are being abused, exploited or neglected.
- Help students understand how to keep themselves safe and manage risk, earning their trust while maintaining professional boundaries.

Experience Required

Essential

- Experience in leading or coaching groups of children in a professional capacity.
- Experience of, and genuine enjoyment of, working with children.
- Strong communication skills and the ability to work under pressure.
- Flexibility and the ability to adapt to the changing needs of a residential summer school environment.
- Ability to take control of and lead a group of children during activities and excursions.

- Ability to interact positively and professionally with children from a wide range of cultural backgrounds.
- A proactive and responsible approach to student welfare, supervision and behaviour management.

Desirable

- Qualifications and experience in leading young people in either tennis, dance, performing arts, music or arts & crafts.
- First Aid/Lifeguard qualification.
- Experience and qualifications in coaching other sport.
- Experience of residential international boarding.

Hours of Work

A normal working week for Activity Leaders will consist of up to 52 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 the Activity Leader role is £720 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 £77.54), 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 Activity Leader will be based at one of the following sites:

SBC at Eton College
Camp Headington
SBC at Headington School
SBC at Oxford College
SBC at Dulwich College
Dukes Cambridge

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.