

Job Description London Collingham Centre Assistant



1. About us

Discovery Summer, with over **20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK for international students. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children and teenagers to learn and explore during the summer.

Many of our **staff come back year after year** – over 60% in 2024 - excited by the opportunities for personal and professional development while working on multi-talented, friendly teams.

2. Job Overview

At Collingham we welcome **international students aged 5-17 and a small number of adults** – who are mainly parents of the juniors. They have all come to learn English, make new friends and have a great summer in London.

You will work with students of all ages, and, together with other Centre Assistants, assist senior and teaching staff with a variety of duties. You will welcome students and their parents, carry out administrative tasks, assist with activities and off-site trips, supervise break-times, and help teachers in the classroom.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with children and teenagers to ensure they have an unforgettable learning experience.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- First aid qualification (Discovery Summer will pay for a 1-day course if necessary)

You need to be able to:

- Provide a clear and accurate model of the English language
- Work well with other team members in a fast-paced environment
- Confidently interact with people of different ages and cultural backgrounds.
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Experience working with children/teenagers
- Ideas for activities e.g. arts & crafts, team building
- Customer service experience
- Good knowledge of Google Suite and Microsoft Office
- A good knowledge of London sights/museums (desirable)
- Some experience of taking photos for publicity purposes and writing blog posts (desirable)

We love working with people who are:

- Expert communicators and team players
- Genuinely motivated to work with young people
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems
- Excited about teaching and learning
- Highly professional, keen to learn new skills
- Creative, energetic, and fun

4. All Discovery Summer staff must

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Collingham Family Programme

Parents, children and teenagers (5-17 years) study English in the same building with many returning year after year. Most students study in the mornings only (09:00-12:30) with some 8-12 and 13-17 year olds taking the full day programme (09:00-17:00). Separate afternoon classes (13:30-17:00) are opened during some weeks, subject to demand.



Location: 23 Collingham Gardens, London, SW5 0HL

Staff induction: Friday 20 June (pm), Saturday 21 June

Dates: Monday 23 June - Friday 8 August

Contract length: 4 to 7 weeks

Hours:

Arrive by 08:30 (8:00 on Mondays) and leave at 13:30

Overtime available for a maximum of 15 hours per week (13:30-17:15)

A high degree of flexibility is needed.

6. Salary, benefits and working conditions

| Age | 25.5 hours/week Gross salary per week | Overtime |
|-------------|--|---|
| 18-20 years | £316 (£282 + 12.07% holiday pay) | £11.06 + statutory holiday pay £1.33 per hour |
| 21+ years | £396 (£353 + 12.07% holiday pay) | £13.85 + statutory holiday pay £1.67 per hour |



- **1.5 day induction, paid pro-rata**

- 1 day First Aid training is offered (subject to availability) + additional one-off payment: **£85.50**

- Work as a part of a strong team, gain experience working with international students, develop new skills
- Opportunities for professional development e.g. performance review, shadowing

7. Role and responsibilities

Pre Course Preparation

- Read the Staff Handbook and raise any queries you may have with your line manager
- Attend the course induction and help set up the centre

Day-to-day duties (these will be shared between 3-4 Centre Assistants)

Customer service/admin

- Welcome and register students (aged 5+) and their parents/guardians at the school entrance
- Record mobile telephone numbers of parents/guardians in case of emergency or non-attendance
- Ensure all adult students complete a safeguarding form
- At the end of classes, check student names against the register as they leave the building and never allow students to leave without the appropriate parent/guardian
- Ensure that no students leave the school unaccompanied during the day unless authorized by their parents/guardians and a consent form has been signed
- Inform Centre Manager of non-arrivals and contact parents/guardians as required
- Run the Tuck Shop
- Welcome and register visitors
- Take weekly class photos and order them in time for Friday presentations
- Take photos of activities and update the blog (in conjunction with the Centre Manager)
- Help staff with general duties (e.g. show new students to their classroom, photocopying, update notice-boards, clear up adult cafe, ensure classrooms are tidy and adequately stocked, prepare end of course certificates, assist with end of week presentations)

Supervision of juniors/teens

- Supervise students at break times and ensure spaces are kept clean and tidy
- Supervise students attending the Full Day Programme during lunch break
- Assist teachers with supervision of students on local museum visits
- Assist teachers in the classroom if required
- Assist with planning and completion of all relevant paperwork for off-site visits (i.e. risk assessments, staff information sheets)
- Accompany and supervise students on the Full Day Programme on off-site afternoon visits to e.g. local park, museums, galleries, sightseeing
- Assist with planning and supervision of afternoon on-site activities for students on the Full Day Programme e.g. arts & crafts, baking, researching excursion destinations, team-building games

Other Duties

- Act as a nominated first aider (if qualified)
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

8. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks.
- Apply with the [2025 online application form](#)
- Contact Leonora Child with any questions: leo@discoverysummer.com