

Discovery Summer provides equal opportunities and is committed to the principle of equality regardless of age, marital status, being pregnant or on maternity leave, race (including colour, nationality, ethnic or national origin) religion or belief, sex, sexual orientation, or gender-reassignment. We apply employment policies and procedures which are fair, equitable and consistent with the skills and abilities of our employees, the needs of the business and the safeguarding of our students.

Safer recruitment

Any offer of employment will be on the condition that you: provide a clear and accurate model of the English language, are over 18 at the start of employment, have the right to work in the UK, are medically fit for the role, satisfy the employment checks, are not barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Discovery Summer. For full details of our safeguarding policy, see <https://www.discoverysummer.co.uk/safeguarding-policy/>

Eligibility

Applications can only be considered for those who are eligible to work in the UK at the time of employment. Regretfully, we are unable to sponsor work visas.

The recruitment process:

1. Visit our website, complete our [online application form](#) and upload an up-to-date CV
2. If your application is shortlisted, you'll either be asked to complete a **recruitment test** (if required for the role) or invited for an interview
3. **Interviews** may be face-to-face or by Zoom, depending on where you live, and the post applied for. At the interview, all gaps in your CV must be explained satisfactorily. As the posts involve close contact with children, your commitment to safeguarding children will be discussed
4. Depending on the role (e.g. senior management), you may be called for a second interview
5. We will take up **at least two references** from previous employers/course tutors. Referee contact details should be from professional emails (e.g. not Gmail). References may be taken up before your interview. We have the right to request additional references.
6. We will ask referees if there is **any reason why you should not be engaged in situations where you have responsibility for or substantial access to persons under 18**. Any offer of employment may be withdrawn if, at any time, references are not received, are inadequate or it subsequently becomes apparent that you have either knowingly withheld information or have provided misleading or false information
7. If your interview is successful, we will assist you and pay for an **Enhanced DBS check**. If you have lived abroad in the last 5 years you will also be asked to provide a criminal check from that country. If you have lived in more than 1 country, you may be asked to provide checks from each country
8. Checks against the 'Prohibited List' (if applicable) will also be made
9. Provided the safer recruitment checks have been carried out satisfactorily, we will email you a contract together with additional documentation
10. You'll return the signed contract together with other required documentation
11. If we have not seen your original identity documentation or education certificates, you must present these on arrival at the course centre. Copies will be kept on file.

If your application is successful, Discovery Summer will retain your application documents in your staff folder. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed no more than 12 months after the date you are notified of the outcome. For further information, please visit www.discoverysummer.co.uk/privacy-policy/#staff

Pay and working hours:

1. Salaries vary depending on qualifications and experience
2. All staff are paid **statutory holiday pay, calculated at 12.07% of gross pay**
3. **Returning staff receive a higher weekly/hourly pay rate than those listed here**
4. **Members of the senior management team** are eligible for a discretionary performance bonus
5. **Residential staff** work 6 days a week with one 24-hour period of paid time off each week and receive board and lodging at our schools worth **£74.62 per week**
6. **Non-residential staff at Collingham** work Monday to Friday. Hours vary depending on the centre and job role and are detailed in the Job Descriptions
7. If you are offered a contract which is shorter than the course itself, you may be offered a contract extension depending on your performance and the student numbers.

COURSE DETAILS: RESIDENTIAL COURSES

Course Centre	Staff Induction	Course Dates	Contract Length + pre-course induction	Age Range
Beneden School Kent, TN11 4AA www.discoverysummer.co.uk/benenden	Mon 7 July Tues 8 July	Wed 9 July – Wed 6 Aug <i>Staff leave on 7 Aug</i>	2, 3 or 4 weeks	8-12 years 13-15 years
Shrewsbury School Shrewsbury, SY3 7BA www.discoverysummer.co.uk/shrewsbury	Mon 30 June Tues 1 July	Wed 2 July – Wed 30 July <i>Staff leave on 31 July</i>	2, 3 or 4 weeks	11-16 years
Winchester College Hampshire, SO23 9NA www.discoverysummer.co.uk/winchester	Wed 2 July Thurs 3 July	Fri 4 July – Fri 1 Aug <i>Staff leave on 2 Aug</i>	2, 3 or 4 weeks	13-16 years 15-17 years

COURSE DETAILS: NON-RESIDENTIAL DAY COURSES (LONDON)

Course Centre	Staff Induction	Course Dates	Contract Length + pre-course induction	Age Range
Collingham Kensington, London SW5 0HL www.discoverysummer.co.uk/collingham	Friday 20 June - Saturday 21 June	Monday 23 June – Friday 8 Aug	Up to 7 weeks	5-17 years + adults

RESIDENTIAL POSITIONS AVAILABLE

Please see <https://www.discoverysummer.co.uk/employment/> for full job descriptions

Job title	Brief person specification/responsibilities	Salary (gross)	
Course Director	Proven leadership, team management, organisation, and IT skills. Experience of working on a residential course + experience with young learners/teens is essential. This is a role that requires a high standard of professionalism and commitment.	Up to £1282 per week (£948 + 12.07% holiday pay and contract completion bonus of £220 per week) Plus one-off payment: £455 for pre-course work + discretionary performance bonus	
Director of Studies	Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). Minimum 3 years' EFL teaching experience required. Ability to lead and manage a diverse team of teachers and deliver a stimulating and varied academic programme is essential.	£944 per week (£842 + 12.07% holiday pay) Plus one off payment: £320 for pre-course work + discretionary performance bonus	
Social Director	Strong leadership, organisational, interpersonal and problem solving skills required to lead a team of Activity Leaders and implement a balanced and varied social programme. Experience of planning and overseeing activities and in supervising and motivating children/teenagers essential.	£880 per week (£786 + 12.07% holiday pay) Plus one off payment: £320 for pre-course work + discretionary performance bonus	
Administrator	Demonstrable administrative, organisational, numerical, inter-personal and customer care skills are essential. Pastoral/welfare experience + first aid qualification desirable.	£737 per week (£658 + 12.07% holiday pay) Plus one off payment: £165 for pre-course work + discretionary performance bonus	
Activity Leader	Strong leadership skills and confident in leading groups of children/teenagers. Able to plan and lead a variety of activities and entertainments e.g. art, drama, sport, baking, talent shows, fun competitions	Age range	Gross salary per week
		Under 21 years	£541 (£482 + 12.07% holiday pay)
		21+ years	£669 (£597 + 12.07% holiday pay)
House Parent	Previous pastoral experience working with children/teenagers is essential. Demonstrable inter-personal and customer care skills. Genuinely enjoys working with children/teenagers in a pastoral capacity.	Under 21 years	£594 (£530 + 12.07% holiday pay)
		21+ years	£706 (£630 + 12.07% holiday pay)

Job title	Brief person specification/ responsibilities	Years' EFL exp./ Additional qual.	Band	Gross salary/per week
Teacher (EFL)	First degree + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is preferred. Enhanced support/training in place for successful candidates who do not hold a Level 5 qualification. Candidates will be committed to planning and teaching engaging communicative EFL lessons as well as taking part in the wider programme. 20-21 contact hours per week (depending on programme) + planning, administrative duties, meetings and pastoral duties	DELTA etc + 5 years	1	£795 (£710 + 12.07% holiday pay)
		5 years	2	£782 (£698 + 12.07% holiday pay)
		3 years	3	£770 (£687 + 12.07% holiday pay)
		1 year	4	£738 (£658 + 12.07% holiday pay)
		Less than 1 year	5	£706 (£630 + 12.07% holiday pay)
Subject Teachers	Degree + appropriate PGCE and/or CELTA/Trinity is preferred. Candidates will be committed to planning and teaching interactive classes. Enhanced support/training is in place for successful candidates who do not hold a teaching qualification. Winchester – Global Young Leaders Young Entrepreneur, STEM, Presentation Skills Winchester – Pre-University Artificial Intelligence, Business, Drama, Economics, Engineering, Film Making, IELTS Preparation, International Relations 21-22.5 contact hours per week + planning, administrative duties, meetings and pastoral duties			£795 (£710 + 12.07% holiday pay)

NON-RESIDENTIAL POSITIONS AVAILABLE (LONDON)

Please see <https://www.discoverysummer.co.uk/employment/> for full job descriptions

Job Title	Brief person specification/ responsibilities	Years' EFL exp./ Additional qual.	Band	Pay rate (gross)
Teacher (EFL)	First degree + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is preferred. Enhanced support/training in place for successful candidates who do not hold a Level 5 qualification. Candidates will be committed to planning and teaching	DELTA etc + 5 years	1	£26.42 + holiday pay £3.19 per hour
		5 years	2	£23.77 + holiday pay £2.87 per hour
		3 years	3	£22.48 + holiday pay £2.71 per hour
		1 year	4	£21.13 + holiday pay £2.55 per hour
		Less than 1 year	5	£20.40 + holiday pay £2.46 per hour

	engaging communicative EFL lessons. Mon to Friday. Most positions 17.5 hours per week			
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Job Title	Brief person specification/responsibilities	Age	25.5 hours/week Gross salary per week	Overtime (max 15 hours per week)
Centre Assistant	Experience with children + customer service + administrative skills + ability to supervise students during breaks, activities and off-site trips. Good knowledge of London tourist destinations is an advantage.	18-20 years	£316 (£282 + 12.07% holiday pay)	£11.06 + holiday pay £1.33 per hour
		21+ years	£396 (£353 + 12.07% holiday pay)	£13.85 + holiday pay £1.67 per hour

ADDITIONAL POSITIONS – CASUAL WORK

Job Title	Brief person specification/responsibilities	Pay rate (gross)
Airport Reps Heathrow or Gatwick	Wednesdays and/or Fridays from 2 July – 6 August. Meeting and greeting students (8-17 years) on arrival and checking them in on departure. Good customer service skills, well-organised and friendly. You <u>must</u> be able to get to Heathrow easily by public transport. Shifts may also be available at Gatwick airport.	£13.85 + holiday pay £1.67 per hour + certain expenses

For all employment enquiries please contact:

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