



## 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

You are responsible for the smooth running and **high-quality** of a fun, balanced and varied social programme.

You will be passionate about offering children and teens an exciting range of **afternoon activities, evening entertainments and excursions**. You will be committed to working closely with Head Office to ensure the programme is effectively delivered.

You will **lead and manage a team of Activity Leaders (ALs)** so previous experience of training, managing, and supporting staff is important. You will be a member of the Senior Management Team at the centre – this role requires a **high standard of commitment and professionalism**

### **3. What we are looking for**

#### **Legal**

- Have permission to work in the UK by the start of their employment
- Aged 18 years and over

#### **You need to be able to:**

- Oversee an effective and varied social programme of afternoon activities, evening entertainments and excursions
- Provide excellent customer care to students, the host centre, external providers, visitors
- Stay organised, positive and proactive
- Confidently use Google suite
- Work comfortably in fast-paced intense environments
- Provide a clear and accurate model of the English language

#### **To succeed in this role, you should already have:**

- Previous experience of supervising groups of children/teenagers
- Experience working with international children/teenagers
- Experience in events planning and management
- A great eye for detail. You'll be working to exacting standards
- Strong public speaking skills and able to take a 'front-of-house' role

#### **We love working with people who:**

- Are culturally aware and genuinely enjoy working with children and teenagers
- Have high professional and personal standards
- Are resourceful and can take the initiative
- Are excellent communicators
- Have proven organisational, administrative, IT and record-keeping skills
- Excellent time management skills; ability to manage multiple tasks and responsibilities at once
- Are committed to professional growth and receptive to feedback
- Can deal with a range of situations simultaneously and work under pressure for long hours

### **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. Work at leading independent schools



### **Benenden School, Kent**

#### **English Plus**

**Juniors: 8-12 years**

**Teens: 13-15 years**

Staff induction: Mon 7 July - Tues 8 July

Dates: Wed 9 July - Wed 6 Aug

Staff depart on Thursday 7 Aug at 0900

20 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks



### **Winchester College, Hampshire**

#### **Global Young Leaders/English Plus (13-16 years)**

Staff induction: Wed 2 July - Thurs 3 July

Dates: Fri 4 July - Fri 1 Aug

Staff depart on Saturday 2 August at 0900

21 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks



### **Shrewsbury School, Shropshire**

#### **Academies**

**11-16 years**

Staff Induction: Mon 30 June - Tues 1 July

Dates: Wed 2 July - Wed 30 July

Staff depart on Thursday 31 July

20 contact hours/week + admin + pastoral

Contract length: 2,3 or 4 weeks

## 6. Salary, benefits and working conditions

- **£880 per week** (£786+ 12.07% statutory holiday pay)
- One-off payment for pre-course work **£320 + discretionary performance bonus**
- 1 day First Aid training is offered (subject to availability) + additional one-off payment of **£85.50**
- Set up and induction (usually 3-4 days), paid pro-rata
- Full board accommodation is provided – **worth £74.62 per week**
- Work as a part of a strong team, gain experience working with international students, develop new skills



- You'll work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You'll have one 24-hour period off per week



- Programmes are fast paced - working hours will be long and the work will be intense



- You will be accommodated at the course centre, normally in a single room in a student residence with shared bathrooms



- The welfare of all course participants is our priority. You must always be available to respond to any situations as required



- Dress Code: neat and tidy e.g. no no short shorts, ripped jeans etc. Wear DS yellows when required

## 7. Role and responsibilities

### Pre-course Duties (before arrival at centre)

- Read the staff handbooks, your checklist, and Discovery Summer publicity materials e.g. website, blogs
- Attend the Senior Staff training weekend (4-6 April, 2025)
- Attend and lead parts of the online 'getting-to-know-you' session in June
- Liaise with Head Office (HO) and be clear on all matters relating to the social programme e.g. excursion bookings, facilities bookings, special options, transport/venues booked for excursions
- Complete any pre-course tasks e.g. planning week one activities and excursions, assigning students to colour groups
- Familiarise yourself with Discovery Summer online systems (training provided)
- Contact all Activity Leaders for your centre, learn about their skills and abilities
- Check the previous year's stock count, liaise with HO regarding ordering (if required)
- Prepare induction for Activity Leaders in conjunction with Head Office
- Be clear on all matters relating to any groups joining the course who may have special programmes

### **Pre-course (at the course centre)**

- Make sure all Activity Leaders feel welcome and quickly integrated
- Ensure ALs have detailed information about their role, working day, administrative expectations
- Set a professional tone for all course participants taking part in the social programme
- Prepare the 'social' room (materials on notice boards, tables, etc.)
- Deliver induction and initial training to Activity Leaders (provided by HO)
- Set up and train Activity Leaders on online systems (training given)
- Ensure all areas used for social activities and facilities are risk assessed before student arrival
- Liaise with all members of the senior team to ensure the success of the centre set-up

### **Responsibilities – Activity Leaders Management**

- Line manage Activity Leaders
- Communicate effectively with staff and students ensuring expectations are clear
- Ensure Activity Leaders work together as a team for the benefit of the students
- Observe activities. Act to improve standards where required
- Ensure that AL reviews/appraisals are carried out effectively as outlined in the Staff Handbook
- Where necessary, support ALs. This may include helping with activity planning
- If any ALs show major weaknesses, in conjunction with CD/HO, plan a structured support programme to bring their performance up to an acceptable standard
- Provide regular INSET sessions according to the needs of the course and the staff
- Lead daily Activity Leader meetings to ensure smooth running and organisation of social programme
- Ensure ALs have printed copies of registers for multi-activities, special sports options and excursions
- Liaise closely with the CD about House Parents and Runners who may also have responsibilities on the social programme

### **Responsibilities – Senior Management Team**

- Participate in daily Senior Management Team meetings to ensure the smooth running of all aspects of the course
- Work closely with the Senior Management Team to find new ways to integrate the academic and social programmes so that what is learned in class is consolidated and where possible, revisited during activities and while on excursion
- Follow systems and procedures as outlined in the staff handbook
- Be sufficiently flexible to deal with unexpected situations

### **Social programme**

- Ensure the social programme at the centre is delivered according to Discovery Summer standards
- Plan and ensure efficient delivery of a balanced, lively, and imaginative social programme
- Lead daily student meetings to inform them about the social programme
- Keep notice boards and displays up-to-date, fun and professional
- Ensure that all social programme administration happens efficiently and at the correct times
- Ensure that English Student Hosts are managed appropriately and understand what is required of them on the social programme
- In conjunction with Head Office and the Course Director, ensure stock ordering/social budget is monitored and recorded

- In conjunction with members of the senior team, oversee the smooth running of Special Options where relevant (i.e. producing daily/weekly registers, staffing, transportation, supervision, collecting feedback)
- Manage a tuck shop at break time with healthy options (proceeds go to a charitable cause chosen by HO)
- Liaise sensitively and courteously with the host centre and all external providers (e.g. off-site sports venues, transport providers, entertainment providers, excursion venues) and contact HO regarding changes/problems
- Liaise with the Course Director to ensure the blog is frequently updated with fun, informative and interesting material relating to the social programme
- Liaise with Course Director to ensure that feedback from course participants is collected, respond accordingly and record any action taken
- Lead and supervise activities when necessary (depending on student numbers)

## **Excursions**

- In conjunction with Head Office, plan and be clear on all matters regarding excursions (venues, transport etc.)
- Accompany all excursions ensuring they run smoothly and that differing student needs are met
- Be clear about Discovery Summer's supervision policy for students on excursion
- Submit online Social Director log regarding excursions e.g. participant numbers, any changes to the excursion, highlights, problems
- Be clear on company of legal requirements regarding health and safety: ensure first aiders and first aid kits are available and well distributed
- Effectively brief staff going on excursion ensuring they are clear on emergency procedures
- Liaise with transport companies and excursion venues ahead of excursions to check and plan finer details of the day

## **Safeguarding & Welfare**

- Ensure the safeguarding and welfare of all course participants during out of class activities, reporting any issues to the Course Director
- Ensure all relevant risk assessments, are fully completed and understood by staff members
- Exploit every opportunity for nationalities to mix and for students to practise English
- Ensure Health & Safety guidelines are followed during every activity
- Ensure that good discipline is maintained during activities and that Activity Leaders leave comments on the Portal after every session

## **End of and Post-Course**

- Help pack up the course centre, as required
- Manage packing of all social programme resources and ensure all social areas left as found
- Ensure all Activity Leaders receive a final appraisal on the DS Portal
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end and be prepared to be prepared to answer any queries after the course

## **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 [leo@discoverysummer.com](mailto:leo@discoverysummer.com) with any questions