

# WHITGIFT

## SUMMER SCHOOL

### **Activity Manager Whitgift Summer School**

**Fixed-Term Contract: 17 June\* – 18 August 2024**

*(\*Start date to be confirmed but anticipated to be week commencing 17 June 2024)*

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School (part of Whitgift Short Courses), with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run for 6 weeks from Sunday 7 July to Sunday 18 August 2024 with new staff induction days and summer school set up on 4, 5 and 6 July 2024.

#### **OUTLINE OF POST**

We are seeking to appoint an Activity Manager who will manage a team of Senior Activity Leaders and Activity Leaders. The Activity Manager will report directly to the Course Director and form part of the Summer School Leadership Team. They will be responsible for the planning, implementing and day to day running of a varied and inspiring co-curricular programme, whilst ensuring the safety and wellbeing of students is managed at all times. This programme includes sports, activities, evening social events and excursions.

We would like the Activity Manager to start in advance of the summer school start date, to plan the co-curricular programme and the staff induction. This early start provides an excellent opportunity to become familiar with the facilities and prepare for the beginning of the course. The start date is to be confirmed but it is anticipated to be 17 June 2024.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **Pre-course responsibilities**

- Liaise with the Director of Studies to ensure the activity programme is integrated into the academic programme as fully as possible

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- Ensure that all trips and excursions have a strong cultural, historical, touristic and educational value
- Research and book all locations/tours for the offsite trips and evening activities
- Plan a detailed evening activity programme for the full six weeks
- Organise and manage transportation as required for all off site activities, events and trips
- Plan Sunday evening welcome activities and student induction
- Write trip information and activity packs
- Research and purchase any equipment/resources that may be required for the co-curricular programme
- Ensure facilities are properly decorated and prepared before student arrival
- Set up the House System with the Welfare Manager
- Carry out risk assessments for all planned activities and excursions

### Activities

- Lead, supervise, motivate and engage students on activities and trips
- Manage, engage and integrate the English speaking Student Hosts throughout the co-curricular programme
- Be fully responsible for students throughout the co-curricular programme, ensuring students' safety and behavior is acceptable
- Maintain professional relationships with all specialist course providers, sports coaches and suppliers (e.g. Horse Riding, Golf, Trip locations etc.)
- Ensure all staff are familiar with and understand the risk assessments for all planned activities and excursions
- Assist the Marketing team in gathering content for the weekly video and social media posts
- Provide video content for the weekly video showing off the best of the summer school for the students
- Co-manage the House system with the Welfare Manager, promoting involvement and enthusiasm towards the House Cup and related activities
- Ensure appropriate standards of student discipline are maintained
- Organise the Garden Party on Sunday afternoons and the induction and team building games on Sunday evenings
- Lead the first aid response during Activity times

### Administration

- Manage the activity and student selection process and excursion group lists
- Keep clear and accurate records of attendance at each activity/off site trip
- Ensure student weekly progress reports and end of course reports are completed to a very high standard and are produced on time
- Maintain and manage the activity budget, accounting for all money spent with receipts as required
- Write content for the summer school blog

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### **Staff Management/Development/Quality Control**

- Organise, manage, motivate and monitor a team of activity staff
- Make sure the Senior Activity Leaders and Activity Leaders work together as a team
- Effectively carry out activity staff reviews and appraisals' as directed
- Ensure staff training and staffing cover for all co-curricular activities
- Hold daily activity staff meetings that cover administration, student and staff needs and staff development
- Ensure that the co-curricular programme is delivered by the Senior Activity Leaders and Activity Leaders competently, safely and to a high level of professionalism
- Make sure that session plans are created and prepared for every sport, activity and excursion that takes place
- Support, manage and guide Senior Activity Leaders and Activity Leaders through activity observations and facilitate feedback
- Provide continuing professional development (including weekly CPD sessions) to the activities team
- Liaise with the Course Director to ensure that feedback from students is collected, respond to accordingly and record any action taken
- Pass on any student complaints/problems to the Course Director

### **English Student Hosts**

- Ensure the effective integration of the Student Hosts into the co-curricular programme
- Help, guide and support Student Hosts to ensure they have a clear idea about what is expected from them throughout the co-curricular programme
- Manage Student Host registration and induction as required

### **Senior Management**

- Be an active member of the Summer School Leadership Team and to help and support the Course Director whenever necessary and appropriate
- Attend management team meetings as necessary
- Be sufficiently flexible to deal with unexpected situations
- Follow systems and procedures as outlined in the staff handbook
- Deputise for the Course Director as required
- Assist in day to day general duties as instructed by the Course Director

### **Safeguarding, Welfare & Pastoral Care**

- To ensure student discipline, safety and welfare policies and procedures are implemented and followed
- To ensure the safeguarding and welfare of all students during all activities and off-site trips reporting any issues to the Welfare Manager and Course Director
- To exploit every opportunity for nationalities to integrate and for students to practise English
- Actively manage, supervise and engage with students during mealtimes in order to ensure a calm and pleasant dining experience for all

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- To be aware of, monitor and manage students' conduct and behaviour in order to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs or differences

### **Airport Transfers**

- Assist the Airport Co-ordinator/Admin Assistant in managing airport transfers allocated to the Activity Team
- Assist with Airport transfers whenever required

### **End of Course/Post-course responsibilities**

- Ensure that all activity staff complete the end of course feedback survey
- Provide feedback on the activities/offsite trip processes at the end of the summer
- Ensure the summer school is shut down effectively and does not have a negative impact on the students or Whitgift School
- Manage the packing up of all activity resources and ensure areas used are left as found
- Ensure all activity staff receive a final appraisal and that it has been signed off and submitted to Whitgift School
- Ensure all course records are complete
- Write an end of course report and answer any queries after the course

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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### All Whitgift Summer School Staff must:

- Attend the induction training prior to the summer school start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, student hosts, group leaders and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
  - working cooperatively with colleagues
  - following the guidelines in summer school staff handbooks regarding the standards expected in your role and how to deliver them
  - providing full and proper planning and recording documents as required
  - complying with all legal and professional organisation requirements
  - presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

### PERSON SPECIFICATION

#### General

- Excellent communication and interpersonal skills (written and verbal)
- Proven ability to lead, motivate and manage teams
- Able to deliver and maintain extremely high standards throughout
- Ability to work calmly, effectively and positively even whilst under pressure
- Superb time management and organisation skills
- Able to address any issues or short falls in staff performance quickly and positively
- Flexible and adaptable to changing circumstances and requirements
- Proactive and self-motivated
- Demonstrate an international outlook
- Confident public speaker
- Be energetic and creative

### QUALIFICATIONS/EXPERIENCE

#### Essential

- Educated to degree level
- Proven management experience of a sports and/or social programme for teenagers in an international summer school, activity camp or similar context
- Outstanding time management and organisation skills proven in a similar context
- Excellent people management and leadership skills

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- Sports, teaching or coaching qualifications (e.g. QTS in Sports or PE) or equivalent in Drama, Music and Performing Arts
- A good understanding of health & safety and safeguarding
- Fluent and competent in spoken and written English
- Excellent IT skills with a solid grasp of the Microsoft Office package
- Budgetary and money handling experience
- HSE First Aid Certificate (training provided if required)

### Desirable

- CELTA qualified or equivalent in EFL
- Educated beyond degree level in relevant specialist field
- Full UK Driving Licence
- Ability to drive a school minibus (training provided)

### FURTHER INFORMATION

Summer School staff benefit from:

- Onsite parking
- All meals while on duty
- Holiday Pay

### CONDITIONS OF SERVICE

This position is offered as a fixed-term contract. Although applicants who have full availability throughout this period are prioritised, applications for shorter periods may be considered. Therefore, if you are unable to work for the entire 6 weeks, please state this clearly in your application form and provide reasons.

From 17 June to 30 June, the Activity Manager will work 5 days per week (Monday to Friday). During the summer school (w/c 1 July to 18 August) the Activity Manager will work 6 days per week. The hours of work and day off will vary, however, you will be required to work on a weekend and into the evenings. This position requires you to work as necessary for the proper performance of your professional duties.

The salary for this post will be £880 per 6-day week, plus holiday pay and includes all meals while on duty. Accommodation may be available if required.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

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To apply, please visit [www.whitgift.co.uk/short-courses-about-us/work-here](http://www.whitgift.co.uk/short-courses-about-us/work-here). For any queries, please telephone 020 8633 9924 or e-mail [shortcourses@whitgift.co.uk](mailto:shortcourses@whitgift.co.uk).

Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

October 2023