SUMMER SCHOOL AT LEIGHTON PARK

experio summer

JOB DESCRIPTION

Job Title	Student Experience Leader
Responsible to	Management Team
Purpose of job and primary objectives	Help to plan, deliver, and supervise on and off-site activities as part of our residential vacation course team, and strive to ensure that each student has a safe, enjoyable and beneficial experience with us. As part of the role you are expected to support group leaders in the management of students while on and off-site, including house duties.
Main Duties	• Help to plan, deliver and supervise engaging, fun and appropriate activities for groups of international students, both on and off-site. Some pre-prepared activity plans and equipment will be provided, but these will need adapting according to the needs and dynamics of particular student groups. Other activities may need to be prepared from scratch, and new ideas to enhance the programme are encouraged. • Communicate regularly and effectively with fellow activity staff and the Management Team. • Lead and oversee full day, off-site excursions to places such as London, Bath, Oxford, and elsewhere (using pre-prepared walking tours and activity plans). • Maintain a high quality of on-site activities and that equipment is effectively maintained and any issues or concerns are reported. • Actively promote student welfare and safety at all times. • Ensure all students are properly supervised at all times. • Complete any necessary paperwork required by the role, such as registers, activity plans, and accident forms. • Assist with student supervision during break and mealtimes as directed. • Help to maintain student behaviour, safety, and welfare, and ensure that the students do not breach the rules of the international summer school. • Supervise airport arrivals and departures, as directed. • Supervise students in the evenings and at mealtimes. • Support the Management Team with the allocated house duty for that day, including wake-up calls, escorting students around the school, supervising students in the residence and “lights-out”. • Be ready to assist at any time with an emergency, or where a student is ill or injured. • Engage with students outside of classes and in assigned activity sessions in a friendly and professional manner. • To be on call overnight in case of an emergency, on a rota basis. • Report all house repairs as required using the appropriate forms.

	• Have a responsibility for implementing Experio Summer's policies and procedures, and represent the school to the highest standard. • Update the student activity board on a daily basis. • Ensure that you have the necessary information and paperwork before commencing any activity. For example, ensuring other staff are fully informed and prepared to lead a walking tour, have up-to-date student registers and relevant equipment. • Ensure each student receives a full and thorough induction at the beginning of their stay. • Assist with keeping the premises and company equipment clean, safe, and in good order.
Other responsibilities	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
Personal Specification	• Outgoing and enthusiastic personality. • Excellent spoken English language skills. • Ability to work as part of a team and to use own initiative. • A flexible, cooperative, and responsible attitude. • Previous experience of working with young people at a summer school/residential school programme is desirable but not essential. • Local knowledge of cities, such as London and Cambridge is desirable but not essential. • Specific skills in areas such as sport, art, music, and drama would be beneficial. • Ability to work in a way that promotes the safety and wellbeing of children and young people. • Ability to demonstrate respect for equal opportunities and respect for race and diversity. • A first aid qualification is desirable (training will be given).
Special working conditions	• Full board and accommodation will be provided. • One full day off each week. • All staff will be subject to safeguarding checks including an enhanced DBS disclosure.

Safeguarding	Experio Summer Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.
Our Mission Statement	As a summer school organiser, we are committed to providing the highest standards of tuition, coaching, supervision, support and welfare to all our students, group leaders and staff. Our purpose is to create opportunities for young people from all over the world to learn new things, to have new experiences and to make new friends and everlasting memories.
Pay Information	The rate of pay for a Student Experience Leader is**,** £610 per week (plus accrued holiday pay). You are required to work such hours as are reasonably required to carry out your role. You are entitled to one day off per week. You may be required to work in excess of 48 hours per week and therefore be required to opt-out of the 48 hour Working Time Regulations.

A day in the life of a Student Experience Leader!

7:30 - Off to breakfast we go, leading my students and group leaders to the most important meal of the day! Enjoy a hearty breakfast and talk and chat with the students about how they are getting on!

8:30 - After breakfast I head back to the boarding house for some house admin with a check on various rooms to ensure the accommodation has been left in good order ahead of the cleaning team's arrival!

9.15 - Some down time, might head off for a bit of shopping or even get active with a visit to the on-site gym.

12.15 - Student Experience Team meeting. We run through today's plan and make sure everyone is happy with what they are doing. This is a great time to catch up with the team and ask lots of questions about the day ahead. I'm allocated to swimming, which will be great fun!

12:45 - It's lunchtime for the students and staff so I head over with the team to grab some much-needed fuel ahead of the afternoon's activities.

13.30 – It's registration time for the students, so we meet up and I group together those students who are allocated to my activity. It's pool time!

14.00 – Students undertake their swim test, and then we are ready to go. There is swimming with some games thrown in. How did I get so wet stood on the side?!

15:00 - Everyone heads back to the meeting point to take part in another activity, where refreshments are available for both staff and students.

15.30 – It's sports afternoon, my specialty, with some serious tennis coaching for the students. It's such great fun coaching the students and playing the sport I love.

17:30 - Afternoon activities are over and it is now time for dinner. I think everyone is hungry, including me.

19:30- Evening activities, which tonight involves traditional sports day events. The whole campus is involved and very excited. I'm responsible for recording the finishing times and awarding the points. No pressure!

22:00 The evening activity was a great success and we head back to the accommodation for some relaxation before bed.