



## **Brooke House Summer School 2024**

### **Job Specification**

### **Residential Activity Leader (RAL)**

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#### **Overview**

The Brooke House College Summer School is more than 40 years old. The course is one of the most highly sought after of its kind, and testament to this is given by the fact that students regularly return year after year to repeat their experience. A number of the agents who send Summer School students have been doing so since the course started and many have been recommending the course to their clients for more than ten years. The Summer School, like Brooke House College itself, has developed a reputation among educational agencies, parents and students for being safe, organised, enjoyable, relaxed and friendly. The course offers students the opportunity to learn English, experience British culture, visit England's major tourist attractions and have a great deal of fun.

The Activities Programme is crucial for the success of the Summer School experience. A first-class programme gives students opportunities not only to learn new skills, develop their technique in sports and have fun, but also to form friendship bonds that can last well beyond the summer; as such, RALs are expected to create and participate in an environment that fosters team building, co-operation and inclusiveness.

The jobholder needs the skills and experience to balance students' fun with safety, whether that is during sports or activities sessions, excursions, supervising students' free time or being on duty in the accommodation. They need to be able to think quickly and to show common sense and attention to detail in a wide range of situations. Adaptability and flexibility are critical skills, as is a cheerful, positive and can-do attitude, which is a pre-requisite of the job.

It is absolutely crucial that RALs maintain appropriate boundaries between themselves and the students in their direct care and with whom they come into contact. This may be particularly challenging for RALs who are close in age to some of the students on the campus.

The working day is long, intense and often quite challenging (especially on excursion days, when RALS work up to a 14-hour shift), but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

RALs are residential so as to offer students a first class pastoral and welfare service; even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ those staff who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best Summer School.



## Reporting

- To the Summer School Operations Manager.

## Essential Requirements

- Aged 18+ by the start of contract.
- Enthusiastic and outgoing.
- Desire to work with young people (International young people is advantageous).
- Excellent communication skills.
- The ability to prepare and lead a wide range of sports and activities is essential.
- Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured, and often challenging environment is essential.
- Strong organisational skills.
- The right to work in the UK.

## Desirable Requirements

- Experience of working in a summer school environment, working with young people and/or working with international young people.
- First Aid.
- Child protection training.
- Coaching qualifications.
- Art / Music / Drama qualifications or equivalent experience.
- Activity Leadership qualifications.

## Residential Activity Leader (RAL) Responsibilities

### In General

Under the direction of the Summer School Management Team, RALs are employed to lead and assist with activities, excursions, airport duty and residential cover.

RALs should at all times have in mind their overriding duty to promote the safety and welfare of students, other staff and themselves. RALs should at all times follow the guidance and regulations as set out in the Summer School Staff Handbook and in specific instructions (including risk assessments) provided to all staff for all activities, excursions and airport duties.

Each Thursday, RALs will be presented with a timetable detailing the sessions which they are to take part in. On any given activity or excursion, RALs may be in charge of that activity or excursion or acting under the supervision and direction of another member of staff. Complete written and/or oral instructions will be provided for all off-site activities, excursions and airport duties (excursions – always written instructions).

RALs should actively seek opportunities to interact with students of **all** nationalities at **all** times when on duty. They should promote interaction between students within different nationality groups. Summer School should be a fun and friendly environment. RALs should encourage this through having a positive attitude and an enthusiastic and helpful manner.

**RALS will act as a Team Leader for a group of individual students. The Team Leader will be advertised as a point of contact for welfare matters. Teams will be mixed gender and nationality.**



### Duty Timetable

- With all other RALs, to assist with and take part in up to 11 sessions, per week.

Morning session: 07.30 – 12:00  
 Afternoon session: 13:00 – 18:00  
 Evening session: 19:00 – 23:00

- With all other RALs, **to provide residential cover, when and where necessary**, during the course of the summer, to a **maximum of 35 nights** over the course. This involves sleeping in a single room in close proximity to the Summer School students and taking responsibility for students in the house throughout the night – including ensuring students go to bed, lights out, the building is secure and waking the students up in the morning, for breakfast. A full residential duty briefing will be given at induction.

### Summer School Dates

- Summer School dates: Sunday 23<sup>rd</sup> June 2024 – Sunday 25<sup>th</sup> August 2024
- Induction / Set Up dates: Wednesday 19<sup>th</sup> June 2024 to Saturday 22<sup>nd</sup> June 2024
- We can only consider candidates available for the entire course duration.

### Working Hours

- Induction – 9:00 – 17:00
- On course - As directed above

### Remuneration

- £11.44 per hour (Approximately 40 – 60 hours per week)
- Holiday pay, paid with final instalment.
- Food and accommodation provided throughout. (If required – please note RALs will occupy one room at a time. When on residential duties, they will not have access to additional/separate rooms in staff accommodation)
- Payment Dates:

Month	Submission Date	Hours Worked	Payment Date
June	14-Jun	01 Jun - 14 Jun	27-Jun
July	12-Jul	15 Jun - 12 Jul	26-Jul
August	14-Aug	13 Jul - 14 Aug	27-Aug
September	25-Aug	15 Aug - 25 Aug & Holiday Pay	27-Sep

### Safer Recruitment

- Full details of the Safer Recruitment checks can be found at [Job Vacancies - Brooke House College](#)
- Please note returning colleagues who chose not to register their DBS for the update service will have the costs (*approx. £40 to £58 – depending on check required + DHL delivery costs*) of a new DBS check deducted from their first pay.
- Brooke House will refund DBS Update costs for returning colleagues that registered for the service and all DBS check costs for new colleagues.