



**Brooke House Summer School 2024**  
**Job Specification**  
**Senior Activities Leader (SAL)**

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**Reporting**

- Reporting to the Summer School Operations Manager

**Essential Requirements**

- Experience of working with young people.
- Enthusiastic and outgoing.
- Excellent administration, communication, and organisational skills.
- Able to thrive in a fast-paced demanding environment.
- Problem solving skills.
- IT literate.
- The right to work in the UK.

**Desirable Requirements**

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

**Senior Activity Leader Responsibilities**

**Pre-Course**

- Plan, lead and contribute to the RAL Induction

**On course (not exhaustive)**

**Activity Programme**

- Assist the OM in setting the standard and tone of the course among students and staff.
- In consultation with the OM, plan and publish the Summer School activity and excursion programme on a week-by-week basis.
- In consultation with the OM, devise and organise the Summer School activity and excursion programme.
- In consultation with the OM, manage, guide and hold regular meetings morning meetings with all RALs and foreign group leaders (when required).
- In consultation with the OM, make all necessary bookings and payments connected with the activity and excursion programme.
- In consultation with the OM, organise a safe, well-structured, lively and imaginative social programme, consisting of a wide variety of activities and excursions and catering for all abilities and interests.
- Wherever possible and appropriate, manage the placement of students into mixed nationality groups throughout the course.
- In consultation with the OM, organise all equipment connected with the social programme.



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- Oversee and ensure the welfare of the students at all times on afternoon and evening activities and excursions.
- Take all necessary steps to minimise risk in relation to afternoon and evening activities, excursions and generally.
- Take part in leading 5 – 7 of the afternoon activity sessions per week and lead one weekend excursion per week.

**Senior Weekend and Evening Duty**

- Work in evenings as required ensuring proper discharge of duties, including sharing the responsibility of the 24hr emergency telephone (scheduled via a rota with all senior staff).
- With other senior staff, take on Senior Evening Duty.
- With other senior staff, take on Senior Weekend Duty. Work at the weekends as required ensuring proper discharge of duties.

**Dates**

- **Summer School dates:** Sunday 23<sup>rd</sup> June 2024 – Sunday 25<sup>th</sup> August 2024
- **Your dates:** Wednesday 12<sup>th</sup> June 2024 – Sunday 25<sup>th</sup> August 2024

**Working Hours**

- One full day (24 hours) off each week at the weekend plus additional time during the week, subject to the proviso that time off should not interfere with the successful running of the course. Neither hours nor set time away from the College can be prescribed in this role and so time away from the college has to be self-awarded on an *ad hoc* basis. With the post comes significant responsibility to students, staff and the course as a whole. Dedication to the role and to the successful operation of the course will come with long working weeks.

**Place of Work**

- Brooke House College Summer School Office

**Remuneration**

- £12.40 per hour
- Holiday pay, paid with the final instalment.
- Private accommodation and all meals through duration of contract (If required).
- 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 <http://brookehousecollege.co.uk/Summer-School-Job-Vacancies>.
- 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.