

**You plan, lead and support a wide range of activities for the students. You take students on excursions. You support some English language activities and always encourage students to speak English. You provide high-quality residential care and welfare to the students.**

### All Discovery Summer Staff

are expected to:

- Ensure the safety of the students and colleagues at all times
- 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 both Discovery Summer colleagues and host centre staff
  - following the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
  - providing full and proper planning and recording documents as required
  - carrying out directions from Head Office and complying with all legal and professional organisation requirements

**You are working with children. Consuming alcohol, substance abuse and smoking are not permitted at any time on campus or during working hours. When returning from time off, all staff must be fit to supervise students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.**

### Activity Leaders

Reporting to: Social Director, Director of Studies (when participating in English Workshops), Course Director and to the Managing Director of Discovery Summer.

#### Duties:

##### Pre-course

- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager.
- Come to the centre with as many interesting ideas for the programme as you can.
- Attend the course induction and help set up the course centre.

##### On-course

*Exploit every opportunity for students to learn and practise English. Involve English Student Hosts and ensure nationality groups mix as much as possible.*

- Follow guidelines as outlined in the Staff Handbook and explained by your Course Director/Social Director.
- Attend and participate in daily staff meetings.
- Prepare for and lead a wide range of fun, interesting, challenging and safe activities suitable for a wide range of abilities e.g. arts & crafts, cookery, dance, sports, discos, talent shows, quizzes etc.
- Occasionally assist teachers in the English Workshops e.g. film making, photo story, drama, IT.

- Supervise students on 1 full day and/or 1 half day excursion per week as required.
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required.
- Sleep in a room in close proximity to students and do wake-up/bedtime duty as required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required.
- Maintain the good reputation of Discovery Summer.

**Commitment:**

The post is residential; you will be accommodated at the centre in a student residence. Working hours at the centre will be long and the work will be intense. You will have one full day off per week plus additional time off during working days. Whether you are on or off duty, you will be expected to put the welfare of the students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.