



## 1. About Us

Discovery Summer is an independent, family-owned company with over **20 years' experience** providing short summer courses in the UK for **international children and teenagers**.

In our 2023 British Council inspection, we were awarded 12 strengths.

We give our students lots of opportunities to learn new skills, try new activities and build confidence in English whilst getting to know Britain and our culture.

Many of our **staff come back year after year - 70% in 2025** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

## 2. Job Overview

**Reporting to:** Course Director

In close conjunction with the Course Director, you will be responsible for the **pastoral care** of students and English Student Hosts in your house.

You will help **create a happy, and caring environment** in the house, maintain good discipline and ensure all course participants feel at ease. We are looking for people with **strong leadership skills** to provide high-quality residential care. You will act as a first aider, look after students who are unwell and **administer medications**. You will participate in activities as required.

We aim for the **highest professional standards** in every aspect. This is an excellent opportunity to gain pastoral experience with children and teenagers in a professional environment.

## What we're looking for

### Legal:

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

### Qualifications (desirable)

- Relevant training in First Aid, Mental Health, Fire Safety
- Holds or studying towards a qualification in education, psychology or social care
- Have a car and be willing to use your car for business purposes (due to the location this is essential for work at Benenden)

### You need to be able to:

- Provide a clear and accurate model of the English language
- Effectively supervise and motivate groups of children/teenagers
- Create an orderly, homelike boarding house environment where students feel parented
- Set boundaries and solve problems with cultural sensitivity and tact

### To succeed in this role, you should already have:

- Previous experience in a residential setting
- Leadership experience e.g. with groups of children/teenagers
- Proven capacity to contribute effectively to a team

### We love working with people who are:

- Expert communicators and team players
- Resourceful and take the initiative
- Genuinely enjoy working with children and teens
- Comfortable working in a fast-paced, intensive environment
- Good time managers with great organisational skills
- Highly professional, keen to learn new skills
- Ready to participate in activities and assist with pastoral duties
- Creative, energetic, and fun

## 3. All Discovery Summer staff must:

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbook regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke/vape in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

#### 4. Work at a leading independent school



**Benenden School, Kent, TN17 4AA**

**Course:** English Plus+

**Juniors:** 8-12 years, **Teens:** 13-16 years

**Staff induction:** Wed 8 – Thurs 9 July

**Dates:** Fri 10 July – Fri 7 Aug

**Staff depart:** Sat 8 Aug

**Contract length:** 2,3 or 4 weeks



**Marymount International School**

**Kingston-upon-Thames, KT2 7PE**

**Course:** English Plus+

**8-13 years**

**Staff induction:** Fri 17 July

**Dates:** Sat 18 July – Sat 1 Aug

**Staff depart:** Sun 2 Aug

**Contract length:** 2 weeks



**Shrewsbury School, Shropshire, SY3 7BA**

**Courses:** English/Coding & Tech/Sports Academy

**11-16 years**

**Staff Induction:** Mon 29 June - Tues 30 June

**Dates:** Wed 1 July - Wed 29 July

**Staff depart:** Thursday 30 July

**Contract length:** 2,3 or 4 weeks



**Winchester College, Hampshire, SO23 9NA**

**Courses:** Global Young Leaders/English Plus+

**13-16 years**

**Staff induction:** Wed 1 July - Thurs 2 July

**Dates:** Fri 3 July - Fri 31 July

**Staff depart:** Sat 1 Aug

**Contract length:** 2,3 or 4 weeks

## 5. Salary and working conditions

Age	Gross weekly salary for new staff Returning staff are paid a supplement
18-20 years	<b>£615</b> (£549 + 12.07% holiday pay)
21+ years	<b>£730</b> (£651 + 12.07% holiday pay)



- You'll work 6 days a week with one 24-hour period off per week
- You'll be asked to sign a waiver regarding the 48-hour working week



- Working hours may be unpredictable. You will need to be flexible. If you assist students in the night, you will be given time off in lieu.



- Our programmes are fast paced – expect the days to be long and the work to be intense



- You will be accommodated in the student residence, normally in a single room with shared bathroom



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress Code: neat and tidy, e.g. no short shorts, ripped jeans, etc. Wear DS yellow polo shirt when required



- **Free full board accommodation** provided worth £77.70 per week
- Fully paid enhanced **DBS check**
- **1-2 day induction** paid pro rata
- Work as part of a strong team and gain experience working with international students
- 1 day first aid training is offered (subject to availability) + additional one-off payment of £89 to compensate for your time
- Opportunities for professional development, e.g. performance review, training and shadowing

## 6. Day in the life of a house parent

Times and duties depending on your location but typically include the following:



### **Morning 'knock knock'**

Wake up students following the DS protocol  
Remind students what they need for the day



### **Meeting with students**

Register the students and set the tone for the day  
Share a fun fact or celebrate an achievement



### **Mealtimes**

Be present as students select food, make sure they are eating balanced meals  
Encourage students to mix



### **Meeting with Course Director (CD)**

Share any concerns or observations about students  
Tell the CD if you have any feedback about catering, domestic or works



### **Chill out in houses**

Set up games/competitions in the common room/gardens  
Strongly encourage students to participate and not disappear into their rooms



### **House systems**

Check your registers are up-to-date and all medicines are labelled  
Safely charge student phones (if required)  
Ensure laundry is returned and lost property minimised



### **Down time**

Relax in house or get off campus for a few hours



### **Bedtime 'knock knock'**

Make sure everyone is ready for bed on time  
Write comments on the DS Portal about student welfare and behaviour

## 7. Your role and responsibilities

### **a. Pre-course preparation**

- Read the staff handbook and checklist
- Take part in online House Parent training and online 'getting-to-know-you' (2 hours in June)
- Reply to emails from your Course Director (CD) so that we can get to know you

**b. Pre-course (at course centre)**

- Clarify with CD systems for: administering medication, storing mobile phones, supervising students, keeping valuables safe, laundry, lost property etc.
- Be clear about the layout of the boarding houses; label rooms and shared spaces
- Create a welcoming house noticeboard

**c. Student supervision/welfare/house systems**

- Warmly welcome and settle in all course participants, ensure they understand and respect rules
- Be a **“mum” or “dad”** to all course participants in your house; this includes dealing with homesickness, ensuring good hygiene (using the toilet correctly, washing regularly, etc.)
- **Sleep in a room on the same corridor/in the same building as the students**
- Be on **wake up/bed time duty** 6 mornings and 6 evenings per week. Liaise with the other staff members on duty with you
- Run **daily house meetings** to share notices, motivate and inspire the students
- Attend daily meetings with the Course Director to discuss student welfare and house systems
- Be proactive in getting to know students and log comments on the DS Portal
- Monitor students at **mealtimes** to ensure they are eating well and mixing with other students
- Ensure all students are in/out of the accommodation at the correct times
- Manage the lost property system; ensuring laundry is returned to students in an orderly way
- Actively supervise students in your house during **house nights and chill out time**
- Assist with **activities and break supervision**
- Promote **good student conduct and manage student behaviour** as necessary
- Ensure students of **different nationalities mix** as much as possible during activities and free time
- Maximise opportunities for students to use and **improve their English**
- Utilise [English Student Hosts](#) effectively

**d. Safeguarding duties**

- Ensure the **safeguarding and welfare** of students at all times
- Follow the safeguarding guidelines; log and report details of any behaviour, welfare or safeguarding issues as directed

**e. Medical**

- Act as a first port of call for **first aid issues and administer medicines**, e.g. Calpol
- Be responsible for all medical issues in your house, e.g. keeping records, looking after unwell students who are too ill to attend class
- Liaise with non-residential nurse to ensure they see unwell students and care plans are recorded and implemented
- Take students to the medical centre/A&E as required (due to the location it is essential you have a car if working at Benenden)

**f. Other duties**

- Attend and participate in meetings with your team and the wider staff body
- Manage pack up of your residence; ensure it is left as found and assist with packing/clearing other areas
- Ensure all lost property is set aside and labelled
- Complete a short end-of-course report within 5 days of the end of your contract
- Be sufficiently flexible to respond to unexpected situations
- Carry out other reasonable duties

## 8. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2026 online application form](#)
- Contact **Prem Sourek** with any questions [prem@discoverysummer.com](mailto:prem@discoverysummer.com)