



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

The Social Director is responsible for the safety, smooth running and high quality of a fun, balanced and **varied social programme**. You will **oversee an exciting range of afternoon activities, evening entertainments and excursions**.

You will lead and manage a team of **Activity Leaders (ALs)** so previous experience of training, managing, and supporting staff is important. You will be a **member of the Senior Management Team** at the summer centre.

This is a **residential role** so you will be living and working with your team and the international students.

We aim for the **highest professional standards** in every aspect. This is an excellent opportunity to gain new skills in a friendly, supportive environment.

3. What we're looking for

Legal:

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

You need to be able to:

- Oversee a safe, high quality and varied social programme of afternoon activities, evening entertainments and excursions
- Provide excellent customer care to students, the host centre, external providers, visitors
- Stay organised, positive and proactive
- Confidently use online systems, Google suite and Microsoft Office
- Work comfortably in fast-paced intense environments
- Provide a clear and accurate model of the English language

To succeed in this role, you should already have:

- Experience of supervising groups of children/teenagers
- Experience in events planning and management
- A great eye for detail; you'll be working to exacting standards
- Confidence in speaking in front of large groups of people; you'll be hosting high energy events
- Experience working with international children/teenagers (desirable)

We love working with people who:

- Are culturally aware and genuinely enjoy working with children and teenagers
- Have high professional and personal standards
- Are resourceful and can take the initiative
- Are excellent communicators
- Have proven organisational, administrative, IT and record-keeping skills
- Have excellent time management skills
- Are committed to professional growth and receptive to feedback
- Can deal with a range of situations simultaneously and work under pressure for long hours
- Are creative, energetic, and fun

4. 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.

5. Work at a leading independent school



Benenden School, Kent, TN17 4AA

Course: English Plus+

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

Staff induction: Tues 7 – Thurs 9 July

Dates: Fri 10 July – Fri 7 Aug

Staff depart: Sat 8 Aug

Contract length: 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: Sun 28 – Tues 30 June

Dates: Wed 1 July - Wed 29 July

Staff depart: Thursday 30 July

Contract length: 4 weeks



Winchester College, Hampshire, SO23 9NA

Courses: Global Young Leaders/English Plus+
(13-16 years), Pre-University (15-17 years)

Staff induction: Mon 29 June - Thurs 2 July

Dates: Fri 3 July - Fri 31 July

Staff depart: Sat 1 Aug

Contract length: 4 weeks

6. Salary and working conditions

- £881 per week (£786 + 12.07% statutory holiday pay)
- One-off payment for pre-course work £320 + discretionary performance bonus
- 1 day First Aid training is offered (subject to availability) + additional one-off payment of £89
- **Free full board accommodation** provided worth £77.70 per week
- Fully paid enhanced **DBS check**
- **2-3 day induction** paid pro rata
- Work as part of a strong team with opportunities for professional development



- You will work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You will have one 24-hour period off per week, usually from one evening to another evening.



- 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. Wear DS yellow polo shirt when required

7. Your role and responsibilities

a) Pre-course preparation

- Read the staff handbooks, your checklist, and Discovery Summer publicity, e.g. website
- Attend the **Senior Staff training weekend (27-29 March 2026)**
- Attend and lead parts of the **online 'getting-to-know-you' session in June**
- Liaise with other members of the senior management team
- Liaise with Head Office (HO) and be clear on all matters relating to the social programme
- Complete any pre-course tasks, e.g. plan week one activities and excursions, assign students to colour groups
- Familiarise yourself with Discovery Summer online systems (training provided)
- Contact your team of Activity Leaders; learn about their skills and abilities
- Check the previous year's stock; liaise with HO regarding ordering new stock (if required)
- Prepare induction for Activity Leaders in conjunction with Head Office

b) Pre-course (at the course centre)

- Make sure all Activity Leaders feel welcome and quickly integrated
- Deliver induction and initial training to Activity Leaders (provided in conjunction with HO)
- Set a professional tone for all course participants taking part in the social programme
- Prepare the 'social' room (materials on notice boards, tables, etc.)
- Complete the risk assessment for all areas/facilities used for social activities
- Liaise with all members of the senior team to ensure the success of the centre set-up

c) Responsibilities – Activity Leaders (ALs) Line Management

- Lead daily Activity Leader meetings to ensure the social programme runs safely and smoothly
- Ensure ALs work together as a team for the benefit of the students
- Ensure Activity Leaders plan and risk assess all activities appropriately
- Ensure ALs have printed registers for activities, special sports options and excursions
- Observe activities and act to improve standards where required. This may include helping Activity Leaders with activity planning
- Ensure that AL reviews/appraisals are carried out effectively as outlined in the Staff Handbook
- If any ALs show major weaknesses, in conjunction with CD/HO, plan a structured support programme to bring their performance up to an acceptable standard
- Provide regular INSET sessions according to the needs of the course and the staff
- Liaise with the CD about other staff who may have responsibilities on the social programme

d) Responsibilities – Senior Management Team (SMT)

- Participate in daily SMT meetings to ensure the smooth running of all aspects of the course
- Work closely with the SMT to find ways to integrate the academic and social programmes, e.g. ensuring students are prepared for excursions
- With SMT, collect and act on feedback from course participants
- Follow systems and procedures as outlined in the staff handbooks
- Be sufficiently flexible to deal with unexpected situations

e) Social programme

- Plan and ensure efficient the delivery of a balanced, lively, and imaginative social programme as per Discovery Summer guidelines
- Lead daily student meetings to inform them about the social programme
- Keep notice boards and displays up-to-date, fun and professional
- Ensure that all social programme administration happens efficiently and on time
- Ensure that [English Student Hosts](#) are managed appropriately and understand what is required of them on the social programme
- In conjunction with Head Office and the Course Director, ensure stock ordering/budget is monitored and recorded
- In conjunction with the senior team, oversee the smooth running of **Special Sports Options**
- Manage the **tuck shop** with healthy options (proceeds go to a charitable cause chosen by HO)
- Liaise sensitively and courteously with the host centre and all external providers (e.g. off-site sports venues,

- transport providers, entertainment providers, excursion venues) and contact HO regarding changes/problems
- Work with the Course Director and Administrator to ensure the **blog** is frequently updated with fun, informative material relating to the social programme
- Lead and supervise activities when necessary (depending on student numbers)

f) Excursions

- In conjunction with Head Office, be clear on all matters regarding excursions
- Liaise with transport companies and venues ahead of excursions to check and plan finer details of the day
- Ensure all excursions are planned and run as per Discovery Summer guidelines relating to risk assessment, student supervision policy etc
- Effectively brief staff and group leaders accompanying excursions ensuring they are clear on their role and emergency procedures
- Accompany all excursions ensuring they run smoothly and that differing student needs are met
- Submit online Social Director log regarding excursions, e.g. participant numbers, any changes to the excursion, highlights, problems

g) Pastoral and safeguarding duties

- Sleep in a room on the same corridor/in the same building as the students
- Do **wake up and bedtime duty** approx. 1-2 times per week
- Ensure the **safeguarding and welfare** of students at all times
- Exploit every opportunity for nationalities to mix and for students to practise English
- Ensure that good discipline is maintained during activities and that Activity Leaders leave comments on the Portal after every session
- Follow the safeguarding guidelines; log and report details of any behaviour, welfare or safeguarding issues as directed

h) Other duties

- Manage packing of all social programme resources and ensure all social areas left as found
- Help with other packing up as required
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end and be prepared to be prepared to answer any queries after the course

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