

Summer School Activities Assistant

Job Description

Position: Summer School Activities Assistant

Contract Type: Temporary, Full-time

Duration: 35 days (Monday 1st July to Sunday 4th August (inclusive))

Reports to: Head of Sports and Activities and Assistant Director (Safeguarding and Pastoral)

Course Dates

Course 1: Monday 1st July – Thursday 18th July 2024

Course 2: Friday 19th July – Sunday 4th August 2024

Please note: The above dates include induction training days and a post-course de-brief day, which are paid contracted days and attendance is mandatory for all Summer School staff.

About Padworth College and Summer School

Padworth College is an independent boarding and day school located in the charming village of Padworth, near Reading in the United Kingdom. The College provides a supportive and nurturing environment for students aged 14-19, offering a range of academic programs designed to prepare students for university and future career opportunities.

Padworth's summer school is unique because it is organized by the school itself. It offers a variety of academic options and modules for students aged 14-17 during the summer months of July and August. The focus is not only on academic development, but also on character building. We aim for everyone in our community, including staff and students, to cultivate five important character virtues: being a team player, being kind, being self-disciplined, being engaged, and being reflective. Our ultimate goal is to encourage creativity, boost confidence and independence, and create lasting memories in a safe and supportive environment.

Position Overview:

As a Summer School Activities Assistant at Padworth College Summer School, you will play a crucial role in creating a memorable and engaging experience for



international students attending our summer courses. All Activities Assistant roles are required to be residential for the duration of the summer school.

Key Responsibilities:

Activities, leisure, and social programme:

- assist with preparations and setting-up for student arrivals and teambuilding days.
- assist with activity planning: Collaborate with the Summer School Head of Sports and Activities to organize and plan a variety of engaging and inclusive activities for students, ensuring a well-rounded program that caters to different interests and abilities.
- support activity delivery: Assist with the successful delivery of on-campus activities, including coordinating logistics, setting up equipment, and ensuring the safety and well-being of students throughout the activities.
- supervise students: Maintain high levels of student welfare and discipline, ensuring they adhere to the rules/student code of conduct and guidelines set by the summer school. Support students in their personal development and pastoral care needs
- assist with excursions: Help coordinate and supervise off-campus excursions and trips, ensuring students' safety and enjoyment while exploring different destinations and landmarks in the UK.
- attend all relevant briefings for off-campus excursions and trips
- actively contribute to social activities: Participate in evening social activities, such as movie nights, quizzes, talent shows, and sports events, fostering a fun, engaging and inclusive atmosphere for students.
- collaborate with staff: Work closely with other summer school staff members, including teachers, administrators, and residential staff, to ensure seamless coordination and delivery of activities and programs.

Boarding & pastoral:

- serve as a Mentor: Act as a role model to students, providing guidance and support, fostering positive relationships, and promoting inclusive behaviour within the summer school community.



- assisting Assistant Director (Safeguarding and Pastoral) in checking any student absences throughout the day
- working as part of a duty team to undertake campus duties including meal and break time supervision, evening campus patrolling etc.
- supporting Senior Leadership and boarding parents in enforcing college rules and regulations to ensure students understand rules and relevant emergency procedures
- assisting with undertaking morning and evening bedrooms checks
- assisting Assistant Director (Safeguarding and Pastoral) and Lead boarding parents with enforcing rules in the Residences
- assisting with accommodation and room preparations, including labels for doors, updating notice boards
- attending and contributing to boarding meetings as instructed by the Assistant Director (Safeguarding and Boarding)
- assisting with a night-time fire drill in liaison with Assistant Director (Safeguarding and Pastoral) and relevant Lead boarding parents
- providing cover for the lead boarding parents and assistant boarding parents on occasions of absence
- immediately reporting any students who appear unwell to the Assistant Director (Safeguarding and Pastoral) and/or Director of Summer School.
- dealing with any emergency situation that may arise during the night in order to ensure the safety of students and staff

Other duties

- attending meetings and relevant briefings as instructed by Head of Sport and Activities and/or Assistant Director (Safeguarding and Pastoral)
- talking and listening to students and dealing with their queries/problems
- being mindful of student behaviour and reporting any welfare concerns to the Assistant Director (Safeguarding and Pastoral) or Director of Summer School.
- setting an example with regard to punctuality and standards of behaviour



- engaging with students in a friendly but professional manner, ensuring that appropriate boundaries are maintained between yourself and students in your care
- providing support for administrative duties in the summer school office
- answering telephone enquiries in the staff room
- assisting teachers with their class activities
- undertaking any other ad hoc duties as instructed by the Summer School Director, Assistant Director (Safeguarding and Pastoral) or Head of Sports and Activities.

Please note: Summer School Activities Assistants shall be allocated accommodation within a boarding residence where they are expected to remain from 10.30pm and sleep in every night that students are present, unless specific permission is otherwise given by the Director of Summer School or they have a rota 24 hour period off set by the Assistant Director (Safeguarding and Pastoral)

Requirements:

- Previous experience working with children or teenagers in an educational, summer school, or similar setting is preferred.
- Strong communication and interpersonal skills, with the ability to connect with diverse groups of students.
- Excellent organizational and time-management skills, with the ability to manage multiple tasks and prioritize effectively.
- A positive and enthusiastic attitude, with a passion for supporting the personal and educational development of students.
- A strong sense of responsibility, with the ability to make quick decisions and solve problems effectively.
- Availability to work flexible hours, including evenings and weekends, to accommodate the summer school schedule.
- A valid First Aid certificate is desirable but not essential (training can be provided).

Hours of work

Variable hours between 7:30am and 11.00pm. Shifts and time off are organised on a rota basis. Subject to restrictions on age, Summer School Activities Assistants are



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also expected to remain in the boarding residence from 10.30pm and sleep in the boarding residence every night that students are present unless specific permission is given by the Director of Summer School.

Activity Assistant will be given one full 24-hour period off each week as well as one evening – They are not required to stay in the boarding residences during this time.

Join the Padworth College Summer School team and make a lasting impact on the educational journey of international students while creating meaningful and memorable experiences this summer!

Note: This job description is intended to provide a general overview of the role and responsibilities. It is not an exhaustive list of duties and may be subject to change or modification as required by the needs of the College.

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. January 2024