



Summer School Activities Assistant (Lead)

Padworth Summer School is seeking to appoint a Summer School Activities Assistant (Lead) to join us at an exciting time at Padworth Summer School.

We seek responsible, patient and compassionate individuals with a good sense of humour to join our Summer School Team

Contract Type: Temporary, Full-time

Duration: 40 days (Thursday 26th June to Monday 4th August (inclusive))

Salary: £520 per week (£582.76 including holiday pay)

Please note: The above dates include set up and orientation 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 Summer School is unique because it is organised by the school itself. It offers a variety of academic options and modules for students aged 13 - 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 (Lead) at Padworth College Summer School, you will play a crucial role in creating a memorable and engaging experience for international students attending our summer programmes. All Activities Assistant roles are required to be residential for the duration of the summer school.

Key Responsibilities:

Activities, leisure, and social programme:



- supporting the Head of Sports and Activities, organise preparations and setting-up for student arrivals and teambuilding days.
- act as a role model for Activities Assistants providing support and guidance where needed
- assist with activity planning: Collaborate with the 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 programmes.

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 Head of Boarding and Pastoral and/or Assistant Director (Operations) 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 other 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 Head of Boarding and Pastoral as well as other 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 Head of Boarding and Pastoral
- assisting with a night-time fire drill in liaison with Head of Boarding and Pastoral and/or Assistant Director (Operations) and relevant boarding parents
- providing cover for boarding parents on occasions of absence and 24-hour periods off.
- immediately reporting any students who appear unwell to the Head of Boarding and Pastoral and/or Assistant Director (Operations).
- 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 (Operations) and/or Head of Boarding 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 Head of Boarding and Pastoral or Assistant Director (Operations).
- setting an example regarding 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
- assisting with cleaning of rooms before students' arrivals
- assisting with cleaning of dining room during mealtimes
- undertaking any other ad hoc duties as instructed by the Director of Summer School, Assistant Director (Operations), Head of Boarding 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 Head of Boarding and Pastoral. They have a rota 24-hour period off set by the Director of Summer School.

Person Specification:

- 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 7am and 11pm. Shifts and time off are organised on a rota basis Monday-Sunday with generally a Saturday off for Activities Assistants.

Activities Assistants 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 their 24-hour period off.

Subject to restrictions on age, Summer School Activities Assistants are 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 or Head of Boarding and Pastoral.

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!

Application Process:

If you are passionate about teaching and working with international students in a summer school setting, we would love to hear from you.



PADWORTH
COLLEGE
SUMMER SCHOOL

To apply for the Summer School Activities Assistant (Lead) position, please complete an application form and upload a covering letter here: [PSS Application Form](#)

Shortlisted candidates will be invited for an interview.
All applicants must have the right to work in the UK.

Includes accommodation and full board! This includes all meals and great rates of pay!

Padworth College, including Padworth Summer School implements safeguarding protocols in all aspects of our working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service, this may include social media checks. January 2025