

SBC SOCIAL PROGRAMME COORDINATOR (RESIDENTIAL)

JOB DESCRIPTION

ABOUT SUMMER BOARDING COURSES

Since 2009, SBC International (SBC) has welcomed Young Learners, aged between 8 and 17 years old, from **151 different countries** to study our courses in some of the most prestigious academic institutions in the UK, including Eton College and Oxford University.

SBC is committed to providing our students with an exceptional experience. To create the global citizens of tomorrow, we guarantee a truly multinational learning environment which encourages cross-cultural learning, collaboration and friendship.

SBC is the first, and currently only, summer school provider in the UK to have achieved a perfect 15 Areas of Strength in a British Council inspection. In the EL Gazette ranking tables for UK Junior Courses, SBC has been ranked Number 1 in 2018, 2019, 2020 and 2021. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

Whilst international travel restrictions have been in place, we have worked closely with a number of boarding schools to provide holiday courses for their students who have been unable to return home. We look forward to utilising this experience to provide a safe, secure, and enjoyable experience for our students and staff in the coming year.

Ways we support our Managers:

- Fully paid DBS check
- Paid attendance to pre-course Management Training
- Extensive, paid, on-site training prior to student arrival
- All meals and accommodation included
- CPD and Appraisals
- Staff Wellbeing Programme
- Continual support for **all** staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and working with international children training
- Professional, fun and supportive environment

THE ROLE

The Social Programme Coordinator (SPC) is responsible for the onsite summer school social programme which includes all afternoon activities and evening events. The SPC will manage a team of Activity Leaders to plan and deliver a vibrant, safe and well-organised programme, this will involve a high level of planning, preparation, delegation, and most importantly, communication.

The Social Programme Coordinator is responsible to the Summer School Director.

Main Duties:

- Take overall responsibility for the organisation and administration of the Social Programme:
 - Plan a creative, practical and age-appropriate weekly activity timetable
 - Create and maintain the activity noticeboard
 - Produce the weekly activity sign-up sheets
 - Liaise with House Parents to implement the student sign-up process
 - Manage the data entry of student activity choices and produce registers
 - Maintain accurate records of student attendance
 - Oversee the procurement, storage and maintenance of all Social Programme stock
 - Collate student and staff feedback throughout the course, following the feedback process for passing on information to Head Office
- Manage and support a team of Activity Leaders to deliver the Social Programme:
 - Delegate and support Activity Leaders with the planning and preparation of activity sessions.

- Be present during afternoon activities and evening events providing support, direction and feedback where appropriate.
- Lead daily activity team meetings throughout the summer.
- Conduct staff observations and appraisals.
- Coordinate Activity Leaders to design, plan and deliver activity sessions.

- Welcome and train the Activity Leaders during the staff Induction week.
- Deliver additional CPD workshops during the summer where appropriate.
- Ensure all activities are safe and well organised:
 - Ensure Risk Assessments are conducted for all activities.
 - Ensure staff involved in sessions are aware of their roles and well briefed.
 - Oversee the safe and thorough set-up and pack-down of all equipment and facilities.
 - Ensure standards of student behaviour are upheld and deal with any issues that arise
- Coordinate the pre-planned on-site English Plus activities and liaise with external activity providers where necessary.
- Be committed to the safeguarding and welfare of students in your care
- Adhere to all Health and Safety measures (including COVID safety measures, risk assessments and other policies and procedures)

General Duties:

- Work closely and effectively with other members of the summer school management team
- Along with the other members of the management team, be the face of the summer school, presenting a professional and positive environment for students, staff and the host school
- Assist in the smooth running of students and parents arriving and departing at the school
- Assist with welfare and pastoral duties when needed
- Supervise and lead excursions if required
- Have an awareness of all aspects of the management of the school
- Act as a representative of SBC and the school in the absence of the Summer School Director
- As with all residential work, be able to show a large degree of flexibility
- Help ensure that the students do not breach the rules of the school
- Engage with the students at all times, in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation
- Provide feedback on your experiences during & also at the end of summer

EXPERIENCE REQUIRED

Essential

- Previous management experience with a confident and supportive approach
- Proven experience of coordinating staff in an events or activity programme capacity
- Sound working knowledge of Excel.

Desirable

- Experience of residential international summer schools
- Experience of the UK boarding environment
- Experience of working within the education sector

HOURS OF WORK

Due to the nature of the role, the Social Programme Coordinator's working week is not divided into sessions like other summer school staff. The Social Programme Coordinator will have one day off per week.

CONTRACT INFORMATION

Our courses run from the beginning of July to the middle of August. Please see our website for the exact dates and more information. <https://summerboardingcourses.com/work-for-us/>

Remuneration: Paid weekly, one week in arrears. The rate for Social Programme Coordinators is **£725*** per week.

**Experience Dependant*

SBC PERSON SPECIFICATION

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

Although Social Programme Coordinators are not required to teach the English language lessons, we do expect them to be able to communicate effectively with our students, using an appropriate level of language to suit the group. Assistant House parents must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect Social Programme Coordinators to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

TO APPLY

Please apply online at: <https://summerboardingcourses.com/work-for-us/>

Any questions may be directed to us at: recruitment@summerboardingcourses.co.uk

SHOULD YOU BE SUCCESSFUL

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will provide the details of two recent and relevant referees who we will contact
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if living outside the UK
- You will be asked to sign the Children's Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children
- Official identification and certificates (either originals or certified copies) will be required for our records

SBC SAFEGUARDING STATEMENT

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.