

Buckswood Overseas Summer School

House Tutor Job Description 2020



Company

Buckswood Overseas Summer School (BOSS)

Location

Guestling, near Hastings

Department

Pastoral and Activity

Line Manager(s)

Summer School Director, Head of Activities and Excursions

Benefits

- £350 per week
- 12.1% holiday pay
- Accommodation
- Meals

Dates

Spring Course: Friday 27th March to Saturday 18th April 2020 (2 day induction included)
Summer School: Thursday 25th June to Saturday 15th August 2020 (3 day induction included)

Description

In 2020 Buckswood Overseas Summer School, a British Council accredited Summer School, will be running residential spring and summer courses at our campus at Buckswood School in Guestling near Hastings. Students are residential and will join our courses that include:

- 20 hours of English per week
- Internationally recognised ESOL exam
- Two full day and two half day excursions per week
- Museum and attraction entrance fees
- Full Afternoon and Evening Activity Programme
- All course materials
- Full board accommodation
- Student travel insurance
- Laundry service
- BOSS wristband, BOSS water bottle, BOSS folder, BOSS diary and BOSS t-shirt

There are six houses at Buckswood and you will be responsible for one of these. You must invoke a spirit of enthusiasm and inspire the students in your house to be the best in the school. The job will

consist of 48 hours spent on pastoral duties and activities spread over 6 days (please see accompanying sample timetable).

You will have the responsibility for running your house and although we want your students to see you as a 'big brother or sister figure', it is also important to remember to be firm but fair with all students under your wing.

The Buckswood motto is 'putting time into your child,' and this is exactly what you must do. A bored child is a problem and an unhappy child is normally a bored child.

Main Duties

The role of the House Tutor incorporates the following:

- To take an active role in the safeguarding of all of our students
- Maintain a safe, healthy and secure environment for all students
- Provide care, counselling and support to students
- Promote good conduct and high standards of student behaviour
- Facilitate and encourage interaction between students and promote participation in all lessons, sports and social activities
- Assess and provide relevant and timely feedback on achievement, progress, and developmental needs to managers/colleagues, including student records, end of course certificates and reports
- Manage students' pocket money
- Carry out daily checks on student rooms and the houses, reporting problems to appropriate member of the Senior Management Team in a timely manner
- Ensure effective house supervision and security is maintained at all times
- Liaise with the Summer School Director to ensure facilities are maintained to a satisfactory standard
- Organise and co-ordinate a house 'fire drill' each Tuesday
- Organise student laundry services
- Complete associated administrative tasks as directed and assist with the unpacking and packing of resources
- Attend and contribute to other activities and events as required ensuring that all sports and social activities are appropriately supervised and maximum safety precautions are taken
- Attend departmental and school meetings when required, and attend/deliver INSET sessions as directed
- Supervise and accompany students on excursions ensuring their safety and welfare at all times
- Carry out duties associated with arrival and departure days including airport duties and welcome events
- Adhere to the standards and procedures detailed in the Staff Handbook
- Deal with student issues/emergencies as and when they arise
- Promote and safeguard the welfare of children and young people that you are responsible for/come into contact with during your period of employment
- To adhere to all statutory regulations and to BOSS policies and procedures
- To undertake any reasonable duties as required

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and like all such documents, will be amended from time-to-time in light of the changing needs of Buckswood Overseas Summer School.

Sample Timetable

Please note that this timetable is a sample and you will not necessarily be working each of these shifts. Your shifts will total 48 hours per week.

Morning Shift (2 hours)

07:45	Wake up students and prepare for house/room inspection
08:00	Accompany Summer School Director during inspection, feeding back any necessary information
09:00	Assembly, a time for house games, performances and presentations
09:30	Morning meeting with Summer School Director

Afternoon Shift (4 hours)

15:00	Afternoon activities/trips
19:00	Off

Evening Shift (2 ½ hours)

20:00	Evening activity
21:30	Supervised free time
22:00	House meeting in houses and diary writing
22:30	Lights out

Wednesdays and/or Sundays

07:00	Wake up students and prepare for excursion
07:15	Breakfast
08:30 to 19:00	Full day excursions

On some Sundays you may be required to help out with arrivals.

Person Specification

	Essential	Desirable	Tested at Application	Tested at Interview
Qualifications				
Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0	✓		✓	✓
Qualifications in related subjects (e.g. arts, drama, sports coaching etc)*		✓	✓	
Current recognised coaching qualification*		✓	✓	
Current First Aid certificate**		✓	✓	
Current RLSS Lifesavers Bronze Medallion award**		✓	✓	
Experience				
Experience of working with children	✓		✓	✓
Previous pastoral/welfare experience	✓		✓	✓
Previous Summer School experience	✓		✓	✓
Previous residential experience	✓		✓	
Previous activity leading experience	✓		✓	
Skills				
Proven leadership, counselling, communication, interpersonal and time management skills	✓		✓	✓
Effective management skills	✓		✓	✓
Proven competence in administration	✓		✓	
Computer literate	✓		✓	
Ability to work under pressure	✓		✓	
Interest in activities e.g., sports, art drama and/or music	✓		✓	
Additional Attributes				
Enthusiastic	✓			✓
Professional Appearance	✓			✓
Enjoy working with children and teenagers from different cultures	✓		✓	✓

Equal Opportunities Statement

Our Equal Opportunities Policy states:

“In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”

Staff Recruitment Policy

To ensure that employees working are suitable for working with children, the following procedures will be followed:

- All staff must submit a CV and explain any gaps or inconsistencies.
- Two references will be needed (at least one in writing) to confirm the employees work history, suitability for the work offered and their character. The reference request clearly asks if the referee has any reason to believe that the employee is unsuitable for work with children.
- A ‘Child Protection Self Declaration Form’ must be completed and returned with the offer letter signed by the employee and Summer School Director.
- The ‘Staff Handbook’ which accompanies the each contract, clearly states child welfare and individual privacy. All members of staff must follow these policies.
- The ‘Staff Handbook’ also clearly states conduct and this is detrimental to the welfare and safety of the children and will result in Summary Dismissal.
- All staff will provide relevant documentation and complete a DBS disclosure.