

## **Programme Staff for 8 -17 Year-olds**

### **Background**

The desire to create an environment that would stimulate and inspire their students was the motivation behind the daring decision by Mario Rinvoluceri and James Dixey to open Pilgrims in 1974. Concerned by the fact that teachers in traditional schools focused more on the course books and method, they identified that a more immediate result could be achieved by putting the learner at the heart of the learning process.

From the very beginning, our ethos has been:

### **Pilgrims does not teach a language but teaches people**

#### **The staff –**

Course Director – is responsible for the day to day running and overall success of the course.

Assistant Director – oversees the implementation of the afternoon programme, evening activities and excursions.

EFL Teacher – provides English language lessons, while also assisting with the remaining aspects of the course.

Programme Staff – prepares and supervises sessions during the afternoon programme, prepares and runs the evening activities and provides support and supervision on trips.

As part of the programme staff, you will have a number of core responsibilities. First and foremost, all staff on the course will be seen as teachers of English. Pilgrims runs a fully integrated timetable and ensures that all aspects of the course are closely linked. The Course Director will allocate each person with specific roles. These include: sports teacher, administrative assistant and programme assistant. The Course Director will endeavour to match roles with your strengths, but all programme staff should be ready to take on whatever task is assigned to them.

Below is a list of general job details applicable to all members of staff and then core functions for the respective roles.

#### **Job Details**

1. Actively participate as a part of the team that ensures that the principles and objectives of the Learning Model and the Integrated Day are met.
2. Ensure that all students speak and learn English at all times by positive reinforcement.
3. Keep a check on attendance during the afternoon programme and evening activities and report any variance immediately to the Assistant Director or the Course Director.
4. Take part in the training meetings held prior to the commencement of the course [the Induction], and assist in setting up, clearing up and packing up the centre.

5. Liaising with the EFL teachers, to ensure that all activities reflect and meet the objectives of the Learning Model and Integrated Day.
6. Ensure that the activities in the afternoon programme match the interest of both the students and the staff running the activity in question as far as is possible.
7. Make contact and communicate with **all** students on the course, to ensure that they have all settled in, are participating in the course and check that they are happy and not homesick.
8. Foster a warm, caring, responsible and **professional** standard of interaction with **all** the students.
9. Take a genuine interest in the needs of the students in all areas of the course.
10. Supervise and take responsibility for groups of students during the afternoon, evening and weekend activities as directed by the Course or Assistant Course Director, and supervise students during excursions.
11. Encourage students to take part and enjoy activities that are new to them and ensure that **all** students are involved in the programmed activities.
12. Ensure the safety and welfare of students you are responsible for at all times by following the Health and Safety guidelines and adhering to the Welfare and Safeguarding Policies.
13. Feed back to the Course Director, Assistant Director/s or other members of staff any information, points of view or problems which the students have which will:
  - i) help in the management of the course, and
  - ii) extend their understanding of individual students.
14. Ensure that contact with agents, parents and all visitors is conducted in a professional and responsible manner.
15. Support the Course Director in maintaining good relations with the host centre.
16. Attend regular department and course meetings.
17. Conscientiously carry out a significant number of residential and pastoral duties which will include meal time, bed time and break time supervision, telephone cover, security and student supervision while in their dormitories. You may also be required to drive Pilgrims' transport.
18. Ensure the careful use of loaned materials and equipment. In the event of damage to equipment or facilities complete a damage report form within 24 hours.
19. In the event of any accident or injury to a student or member of staff, report it immediately and complete an accident form within 24 hours.
20. Collect and return children to the airport.
21. Above all, to mix with **ALL** students, giving each an equal opportunity of contact and friendship.
22. Complete a staff questionnaire at the end of the course.

### **Core function for Sports Teacher**

1. To provide, under the direction of and in conjunction with the Course Director and Assistant/s a varied, interesting and challenging afternoon, evening and weekend activity and sports programme.
2. Take particular responsibility for the organisation, planning and running of all the sporting activities.

### **Core functions for Administrative Assistant**

1. To provide administrative support to the Course Director and Assistant Directors.
2. Assist with bookings of excursions

### **Core function for Programme Assistant**

1. Help in the organisation, preparation, running of and clearing up of the afternoon, evening and weekend activities.
2. In conjunction with all staff, ensure that the course is continuously stocked with materials and resources.

### **Internal Relations**

All staff and students on the course.  
Other summer course staff as appropriate.  
All Pilgrims staff at Binsey Lane, Oxford.

### **External Relations**

Host centre staff.  
Resident couriers, visiting agents, parents etc.

### **Supervisor/Accountable to**

The Course Director. In the event of an unresolved dispute there is the right of appeal to the Principal Dina Gordon

## **Qualifications and Experience**

Essential:

1. A valid DBS Certificate
2. Experience of working with children and/or teenagers
3. Proven leadership and motivational skills
4. The ability, based upon a trusted skill set, to lead at least one particular specialist session

Desirable:

1. A suitable leisure qualification
2. Experience of working on a residential course
3. First Aid or Lifeguard certificate
4. Some form of (trainee) teaching experience

Please see the accompanying documentation for a detailed description of our Safeguarding Policies, the Recruitment Process and our Health and Safety policy.

Should you be successful in your application, you will be provided with all necessary materials to allow you to prepare for the course from both a professional and personal point of view.