

exportise

SUMMER SCHOOLS

Recruitment Guidance

COURSE ASSISTANT



**JOIN
TEAM
ORANGE**

TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

Team Orange Members are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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2024 KEY INFORMATION: COURSE ASSISTANT

KEY JOB PURPOSE

To help facilitate the safe and enjoyable delivery of free-time, evening, and weekend activities, prioritising students' safety and well-being during their stay at Exsportise.

REPORTING TO

Welfare Manager
Centre Manager

SALARY

From £515 per week
(including holiday pay)

LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

WORKING HOURS

Typically 6 hours per day, Mon - Fri.
Weekends are longer.
Additional house & meal duties are on rota basis

TIME OFF

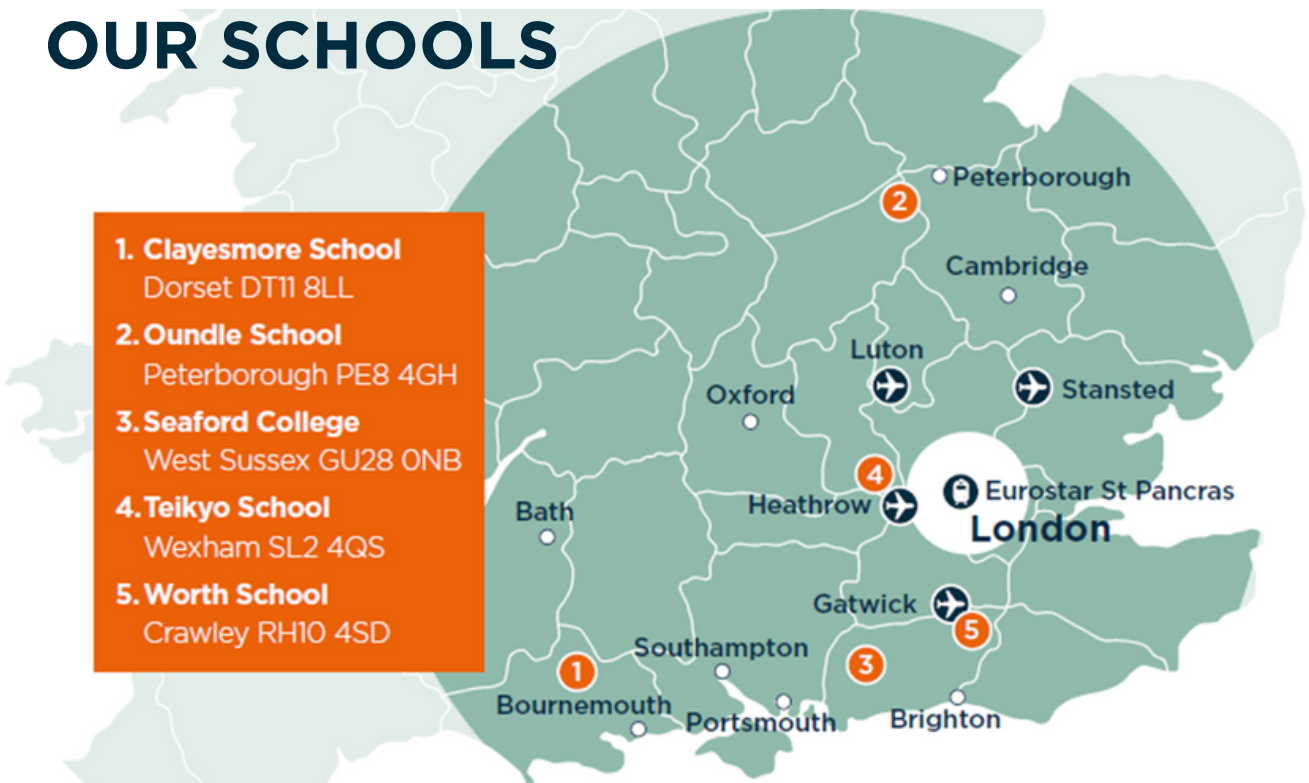
Minimum one full 24 hour period,
usually during the week

SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

OUR SCHOOLS

- 1. Clayesmore School**
Dorset DT11 8LL
- 2. Oundle School**
Peterborough PE8 4GH
- 3. Seaford College**
West Sussex GU28 0NB
- 4. Teikyo School**
Wexham SL2 4QS
- 5. Worth School**
Crawley RH10 4SD



OVERVIEW

The Course Assistant role is ideal for someone who wants to gain valuable experience working with children. Successful applicants will have the opportunity to bring fresh knowledge and energy to the courses and develop responsibility in what could be their first role. Course Assistants work with a team of staff to ensure that each element of the summer schools is conducted in a safe and secure manner and a positive learning environment is created with plenty of potential for development.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

ACCOUNTABILITIES

- To assist with looking after all Exsportise students, their well-being and happiness throughout their stay at camp.
- To assist with the evening events programme, which is organised and run by the True Me and Events Managers
- To supervise students on weekend excursions and assist with student arrivals and departures at airports / Eurostar station.
- To carry out mealtime supervision, wake-up and bedtime duties on a rota basis
- To supervise students during break times
- To take camp photos and videos when required (never with own equipment) and assist with creating social media content.
- To support the Administrators, True Me and Events Managers with administrative duties as well as evening events preparations if required

ADDITIONAL DUTIES

- To be an active presence in the boarding houses outside of timetabled sessions (e.g. coaching sessions/ lessons/ evening events).
- Work together with all staff to monitor meal times to ensure students are in attendance, eating well, and integrating well with other students.
- To attend daily staff meetings
- To follow guidelines outlined in the Staff Handbook and as explained by the Centre Manager.
- To help set up / pack up camp as required
- To carry out any other reasonable duties

PERSONAL SPECIFICATIONS REQUIRED

- Team working skills
- Responsible nature and able to set high standards
- Good communication skills with people of all levels as well as interpersonal skills
- Approachable nature and trustworthy
- Flexible and adaptable approach to working hours
- Willingness to learn is essential
- Enthusiastic and friendly
- Professionalism: being of smart appearance appropriate to the role and using appropriate language

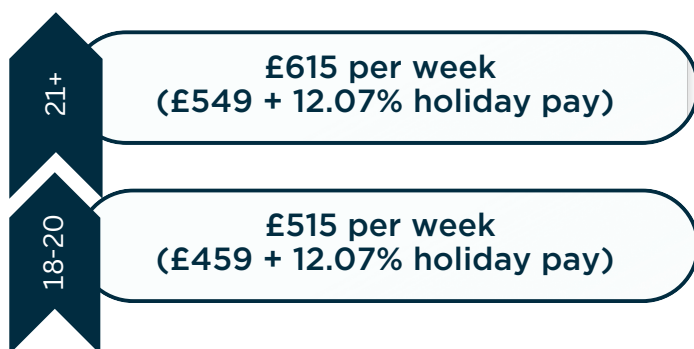
DESIRED

- Experience in working with children is preferred

WORKING CONDITIONS

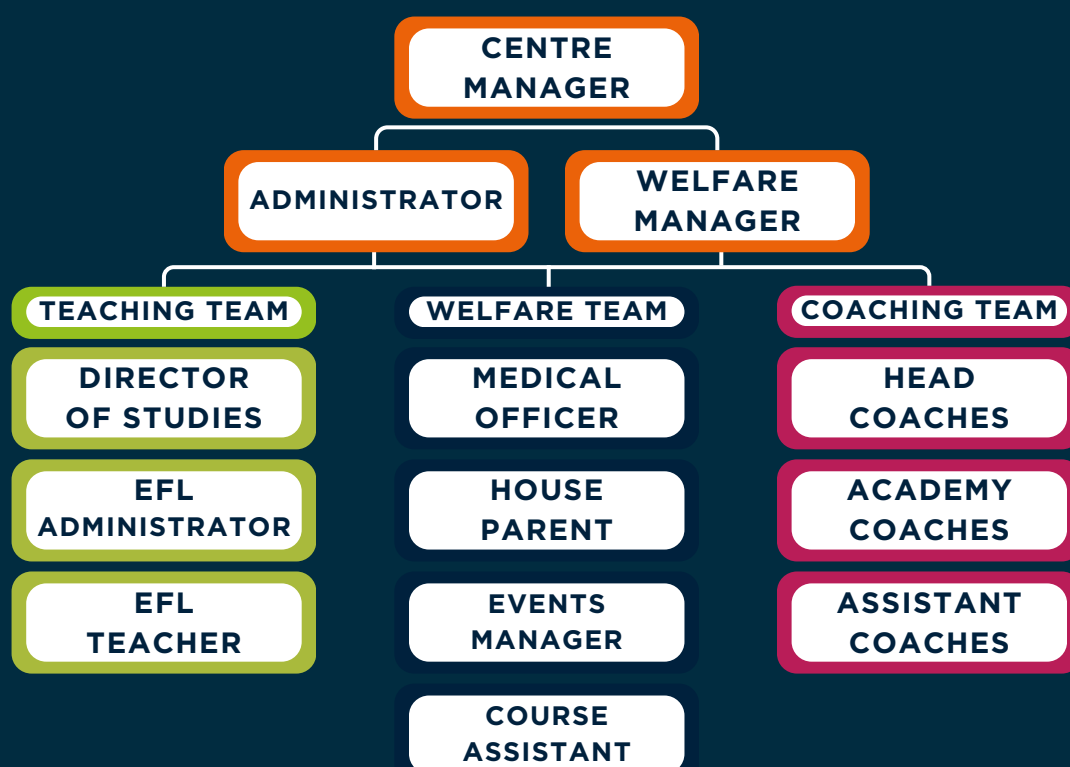
- You are entitled to one 24-hour period off per week, usually during the week.
- You will be asked to sign the 48-hour working week opt-out agreement.
- Due to the nature of the weekend activities (transfers and excursions), the working hours on Saturdays and Sundays are longer than during the week.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before the start of our courses.

EARN, LEARN, GROW



- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata (incl. First Aid training)
- Gain experience working with international students
- Excellent Professional development opportunities

CAMP STRUCTURE



SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what a Course Assistant's daily routine may look like. Please note that this is a sample only and may vary based on the requirements of the actual camp.

MONDAY - FRIDAY



WEEKENDS Two Options



9:00-18:00

Student Arrivals & Departures

Help some of our students depart at an airport/train station or welcome new students and accompany them to camp.



9:00-18:00

Excursions

Spend the day at Arsenal Stadium, Brighton, Cambridge, Bath or THORPE PARK. Depending on the ages of "your" students, the group size and free time (unsupervised time) varies.

OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:
www.exsportise.co.uk/summer-jobs**



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



el.gazette
Centre of Excellence
2023-2024

+44 (0) 144 444777
Recruitment@Exsportise.co.uk
www.exsportise.co.uk

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