

Programme Staff for 8 to 17 year-olds

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.
3. Keep a check on attendance and report any variance to your line manager or the Course Director immediately.
4. Take part in the training meetings held prior to the commencement of the course, and assist in setting up, clearing up or 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. Make contact with 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.
7. Foster a warm, caring, responsible and **professional** standard of interaction with **all** the students.
8. Take a genuine interest in the needs of the students in all areas of the course.
9. Supervise and take responsibility for groups of students during the afternoon, evening and weekend activities as directed by the I/C Programme and/or the Course or Assistant Course Director.
10. Encourage students to take part and enjoy activities that are new to them and ensure that **all** students are involved in the programmed activities.
11. Ensure the safety and welfare of students you are responsible for at all times.
12. 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.
13. Ensure that contact with agents, parents and all visitors is conducted in a professional and responsible manner.
14. Attend regular department and course meetings.
15. 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 students supervision while in their houses. You may also be required to drive Pilgrims' transport.
16. 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.
17. 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.
18. Collect and return children to the airport.
19. Above all, to mix with **ALL** students, giving each an equal opportunity of contact and friendship.
20. 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 Heads of Departments.
2. To assist the Course Director with the administration of student pocket money, course budget and transfers.
3. Set up a system for recording and monitoring accommodation and meal cards for students, teachers and visitors.
4. Provide office services, which include word processing, delivering mail and messages and answering the telephone.

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 staff at Binsey Lane, Oxford.

External Relations

- Host centre staff, in particular maintenance and ground staff.
- Resident couriers and 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 Director of Training, Gary Luke.