

INDIVIDUAL STUDENT GROUP LEADER & HOUSE PARENT (2023)

Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

Job Overview

This Individual Students Group Leader & House Parent role involves caring for the welfare and well-being of all the students who come on the course as individual students (i.e. without their own Group Leader). Your responsibilities will include making sure students are kept up to date with any information about their timetables, making sure they are in bed, at class, at the activities, at meals etc. at the correct time. You are expected to be responsible for managing any medical, safeguarding, and welfare issues regarding the students. You will also accompany the students on educational excursions and take up the role as an activity leader, guiding the group around the excursion destination and seeing them safely on/off any transportation. The role will involve close communication with the other Elac management staff members, such as the Activity Manager, Academic Manager, Assistant Centre Manager and Centre Manager.

Person Specification

You need to be **eligible to work in the UK and be 18 or over**

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--------------------|---|--|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> have A-Levels, a degree or equivalent | <ul style="list-style-type: none"> a Masters or equivalent a First Aid certificate Child Protection Training Coaching qualifications Full drivers licence | <ul style="list-style-type: none"> Proof of qualifications |
| EXPERIENCE | <ul style="list-style-type: none"> have experience in sports, drama &/or arts & crafts | <ul style="list-style-type: none"> experience working in residential language schools for Young Learners experience supervising on educational excursions experience working with single & mixed nationality groups | <ul style="list-style-type: none"> Application form and CV Interview Professional references |
| SKILLS | <ul style="list-style-type: none"> have native or near native level of fluency in English have good communication skills be willing and able to work as part of a team | <ul style="list-style-type: none"> Leadership Skills | <ul style="list-style-type: none"> Application form and CV Interview Professional references |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> be flexible & motivated have an interest in working with Young Learners have an Interest in student welfare | | <ul style="list-style-type: none"> Application form and CV Interview Professional references |

Job Description

An Individual student Group Leader & House Parent reports to the Activity Manager, Assistant Centre Manager & Centre Manager.

Main Duties & Responsibilities

- To be responsible for the welfare of the individual students (students who have come separately i.e. not part of the group) in the boarding houses (and in Homestay centres to also be responsible for individual students staying with local hosts).
- To ensure that students behave appropriately in the boarding house.
- To ensure that students get up at the correct time and go to bed at the stated time.
- To make sure students are on time for lessons and activities at the school.
- To liaise with the Centre Manager/Assistant Centre Manager over concerns about any students.
- To keep a register of students in the house, to conduct regular roll calls and to hold regular meetings in the boarding house.
- To liaise with the Activity and Academic Managers over the individual student's participation and progress in lessons and activities (& when necessary, with other groups).
- To be available in the boarding house for individual students at night on a rota basis
- To hold regular meetings with the students to check on their wellbeing, to get feedback, and to update them with information or changes to their programmes.
- To ensure students are fully aware of and understand Elac rules and procedures.
- To encourage student involvement in extra-curricular activities.
- To communicate with students to help improve their English skills.
- To accompany, supervise and guide students on our educational excursion programme.
- To assist students to catch the correct bus safely helping them to get to/from their hosts/the school. *(Homestay centres only)*
- To liaise with support staff and group leaders on student welfare.

General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.

Working Hours

- You will be responsible for supervising the individual students in the boarding house and be in charge of their wellbeing throughout the course (in Homestay centres you will also be responsible for all homestay students while they are on-campus, or on activities/Educational excursions. This will require you to engage with the students at various times throughout the day (getting them to class on time, meetings, making sure they are in/out of bed at the right times etc.) as well as working with the Elac management to ensure that the individual student's courses run smoothly. You will also be responsible for night sleep over duties.
- In this role you are also expected to 1 full-day educational excursion per week. On these excursions you will be expected to supervise and assist your group of individual students.
- As part of this contract, there will be one evening (+ night) and one full day off per week (usually a Saturday or Sunday).
- Attendance at staff training, both onsite and online, includes general and activity training at the centre (prior to student arrival) is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

Remuneration

- There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken into consideration when deciding an applicant's salary level.
- **This post is residential & includes residential board and accommodation.** A deduction of £63.70pw for accommodation has already been taken from the figures below.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract (See details below).

INDIVIDUAL STUDENT GROUP LEADER & HOUSE PARENT

Below are examples of gross earnings per week at all levels when no holiday days have been taken.

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|---|------------------|------------------|------------------|------------------|------------------|
| GROUP LEADER & HOUSEPARENT | £515.00pw | £530.00pw | £545.00pw | £560.00pw | £580.00pw |
| + 12.07% HOLIDAY PAY <i>(if no holiday taken)</i> | £62.16pw | £63.97pw | £65.78pw | £67.59pw | £70.01pw |
| TOTAL WEEKLY PAY | £577.16pw | £593.97pw | £610.78pw | £627.59pw | £650.01pw |

| Centre | Student Ages | On-site Management Training | Course Dates | Contract Lengths |
|--|---------------|-----------------------------|--|------------------|
| Bath Spa University, Bath | 11 – 17 years | 30 th June | 2 nd July – 13 th August | 4 – 6 Weeks |
| Nottingham University, Nottingham | 11 – 17 years | 30 th June | 2 nd July – 30 th July | 4 Weeks |
| Ardingly College, Haywards Heath | 11 – 17 years | 1 st July | 3 rd July – 14 th August | 4 - 6 Weeks |
| Eastbourne College, Eastbourne | 11 – 17 years | 2 nd July | 4 th July – 15 th August | 4– 6 Weeks |
| Christ’s Hospital School, Horsham | 11 – 17 years | 3 rd July | 5 th July – 16 th August | 4 – 6 Weeks |
| Royal Agricultural University, Cirencester | 7 – 17 years | 3 rd July | 5 th July – 16 th August | 4 - 6 Weeks |
| Prior Park College, Bath | 11 – 17 years | 8 th July | 10 th July – 7 th August | 3 - 4 Weeks |