

# REGENT SCANBRIT BOURNEMOUTH

## GENERAL INFORMATION

Regent has been organising language programmes for more than 50 years, and every year we welcome students from all over the world. The courses we offer to students are a combination of English lessons, extra-curricular activities and excursions.

### Staff

The staff breakdown is as follows:

- **Principal:** overall responsibility for the Young Learner and the Adult programmes
- **Centre Manager:** responsible for the overall success of the Young Learner course.
- **Programme Coordinator:** oversees the activity and excursion programme and supports activity leaders.
- **Senior Teacher:** oversees the academic programme and support teachers
- **Teacher:** gives English language tuition, leads performance projects.
- **Activity Leader:** leads sessions on the activity and excursion programme.

In addition to the main duties outlined above each member of staff is expected to monitor the students' behaviour at all times, be on hand if any student needs assistance, and be involved in airport co-ordination, which may entail meeting arriving students and seeing off departing students at our Welcome Centre, and at airports if this is required.

For more detailed information on staff duties, please see the relevant job descriptions.

### Dates

<b>Easter course</b>	<b>14<sup>th</sup> April - 27<sup>th</sup> April 2019</b>
<b>Summer course</b>	<b>16<sup>th</sup> June - 24<sup>th</sup> August 2019</b>
<b>Year round course</b>	<b>Every week excluding Easter and summer</b>

### Location

**Regent Scanbrit in Bournemouth, 22 Church Road, Southbourne, BH6 4AT**

Regent Scanbrit has an excellent location close to the New Forest, the Jurassic Coast and a 5 minute walk from an award winning sandy beach. London, Oxford and Bath are all within 2 hours and Heathrow is just over 90 minutes away. We are also close to Bournemouth and Southampton airports.

In our Victorian building we run both adults (16+) courses and young learner (12-15) courses. We have a front and back garden with garden games, table tennis and a bbq. There are also parks close by with tennis courts, basketball hoops etc.

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## **The Programmes**

We focus on improving students' communicative skills, activating their existing knowledge of English and building their confidence. We ensure students are developing English as a life skill rather than simply a subject to learn, and focus on using their critical thinking and interpersonal skills to develop as team players and leaders. There are no more than 12 students in a class and learning is never restricted to just the classroom and 'teaching' contexts.

This means that English learning is essential in all areas of the programme and all staff members are equally responsible for the language development of the students. We encourage all staff to coach students and facilitate language learning in all aspects of the course.

### **All English - Senior**

Students have English lessons for 15 hours a week in the mornings, 6 hours Performance Project, 6 hours of Active Session, a team building activity and an evening activity after dinner. There is one full day excursion and a half day excursion per week.

### **All English - Exam**

Students have 21 hours of English tuition a week in the mornings and afternoons, with one full day excursion and one half day excursion per week. Afternoon lessons focus on exam techniques. They join the active session, team building activity and the evening activity after dinner.

Activities are organised every afternoon and most evening. These include sports, treasure hunts, arts & crafts sessions, quiz nights and discos. The Programme Co-ordinator organises these activities and ensures sufficient staff supervision is maintained. We run a team-building session every afternoon when we are not on an excursion in which students develop the skills of leading a team and being a good team member.

In addition to the on-site activities, excursions are organised in which staff members also participate. Excursion destinations include London, Bath, Oxford, Brighton and many more.

### **Compact Study – year round**

Students have 25 hours of English per week plus 2, age appropriate, activities after classes. During the Compact Study course the Principal will often take on the role of Centre Manager as well.

### **Accommodation**

All students stay with local homestay providers close to school. They will usually stay in pairs with another students of a different nationality.

The accommodation provided is full-board, and students bring a packed lunch to school every day.

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## Activity Leader

### Reports to: Programme Coordinator/Principal

Regent has over 50 years' experience in providing high quality English language training programmes. From the moment our young learners arrive, Regent staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime. We are committed to creating a positive, inclusive and results focused environment throughout our courses and endeavour to carry this through all aspects of the programme.

### Main purpose of the Job:

To inject life into the Activities Programme, providing an experience which is stimulating and culturally enriching, and to supervise the students outside the classroom, overseeing their welfare, safety and discipline at all times.

### Duties:

- Assist with the welcome/induction of students on the first afternoon.
- Lead activity and team-building sessions in the afternoon & evening for a group of up to 15 students at pre-arranged times over six days each week.
- Lead sessions according to the Regent in-house approach following the 7 Ps and embodying the Regent values: positive, inclusive and results focussed.
- Encourage full and enthusiastic involvement by students in the activity programme, leading by example.
- Supervise students at lunch time, afternoons, and evenings.
- Sit with students, rather than other staff, at all meal times and break times and engage positively with them.
- Actively monitor the health and safety, welfare and discipline of students, to anticipate and minimise any safety concerns, discrimination, bullying, or damage.
- Monitor the whereabouts of students through roll-calls at lunch-time, in the afternoons and in the evenings, ensuring that curfews are kept.
- Attend staff meetings for briefings, activity preparation, liaising with the academic team and training
- Complete risk assessments and records/reports as required by the Programme Coordinator.
- Co-operate with the Programme Co-ordinator and Principal and also on occasions with agents, company colleagues or British Council Inspectors, in the observation and evaluation of activities.
- Have an overriding responsibility for the students' welfare and safety at all times during the course including times outside the normal duty rota.

### Qualifications & Experience:

#### Essential

- Experience of working with children or teenagers
- Proven leadership and motivational skills
- Can lead at least one particular specialist session
- DBS Certificate (valid)

#### Desirable

- Suitable Leisure qualification e.g. specialist coaching qualification
- First Aid Qualifications
- Trainee Teacher or Teaching Assistant

#### Person Specification

Enthusiastic, authoritative, approachable, positive, inclusive, hard-working, patient, likes interacting with children/teens, able to work in a way that promotes the safety and well being of children and young people

## Staff Code of Conduct

### **Dress code**

For all teaching staff, jeans are not permitted in the classroom and shoes should be worn. All teachers should also be dressed in a formal manner with no tattoos visible to the students. Shirts should be worn by male staff in the classroom. Female staff to ensure modest professional attire.

Regent lanyards must be worn at all times on-site and during excursions.

Outside of the classroom Regent T-shirts or hoodies should be worn and visible at all times and staff must be appropriately dressed for the activity they are supervising. Flip-flops are not permitted to be worn by any member of staff.

### **Social Media**

Under no circumstances are staff to contact students through social media (Facebook, Twitter, Instagram, WhatsApp, SnapChat etc). This is a legal safeguarding precaution for both students and the staff and punishable by dismissal.

### **Bullying and harassment**

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Regent Scanbrit in Bournemouth is committed to ensuring that everyone is able to work and to participate in the course without the fear of harassment, bullying or intimidation. Everyone must ensure that their own behaviour and conduct, whether intentional or unintentional, does not constitute harassment. Regent Scanbrit in Bournemouth will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

### **Alcohol**

No alcohol can be consumed while on duty, or while on duty during excursions. If any member of staff is seen to be in possession, or under the influence of alcohol in the proximity of students, they will be immediately suspended and will face disciplinary action which will normally lead to dismissal if found guilty.

### **Smoking**

Staff may only smoke in the designated staff smoking area. Staff are prohibited from smoking in the presence of students at any time, including excursions when off school grounds.

### **Illegal Substances**

Regent Scanbrit in Bournemouth has a zero tolerance on drugs and illegal substances. If any member of staff is seen to be in possession, or under the influence of any illegal substance, they will be immediately suspended and will face disciplinary action which will normally lead to dismissal if found guilty.

### **Break Policy**

During break times Activity leaders are to sit and eat with the students. This is to help build an inclusive community in the school and is of great benefit to the students. Staff are also expected to monitor the students' diet, to ensure that they are eating correctly.

### **Illness**

If you are ill and cannot work, you **MUST** inform the Principal at the earliest possible instance.

**Health & Safety Manual**

All staff **MUST** read and sign the Health & Safety Manual before the course starts. The manual can be located in the course office and on the staff website.

**Safeguarding Policies**

At Regent, we take safeguarding and child welfare extremely seriously. It is therefore of the utmost importance that you understand your roles and responsibilities. Please refer to the website [www.regent.org.uk/policies](http://www.regent.org.uk/policies) for our policies, and policies are also available on site in the resources room.

**Emergency Procedures**

An 'EMERGENCY CODE OF PRACTICE' sheet will be on display in a prominent position which all staff must read. In case of an emergency the Principal should be contacted immediately. In emergency cases the student should always be accompanied to hospital. The Principal must be kept up to date with developments.

**This code of conduct has been drawn up to provide a source of guidance to Regent Scanbrit in Bournemouth employees. It is not a contractual document and can be amended at any time by the company. Breaches of this code will be taken seriously and may result in disciplinary action up to, and including, dismissal.**

**By signing my name below, I hereby understand and accept all of the above information.**

Name .....

Date .....



## **Safeguarding Statement**

**'Regent is committed to safeguarding and promoting the welfare of children and young people and expects all staff and hosts to share this commitment.'**

Regent's Child Protection Policy is available on-line at [www.regent.org.uk/policies](http://www.regent.org.uk/policies), or in the resources room on-site, or on request from the Principal. The policy applies to all employees of Regent who work with, care for or supervise students under the age of 18 or who are responsible for making arrangements for the care or supervision of students under 18. It also applies to those who supervise or manage such employees.

We have an explicit duty to safeguard and protect students from abuse as defined in the Children Act 2004 and the Education Act 2002. The overall intention and purpose behind this child protection policy is underpinned by the fundamental principle of the Children Act 1989:

**'the welfare of the child is paramount'**

Each school in our group will therefore work to safeguard and promote the welfare of child students. To do this we will act in accordance with all applicable legislation.

### **Regent aims to:**

establish and maintain a safe and caring environment for students to learn in;

raise awareness in both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible causes of abuse.

include in the course, where appropriate, activities and opportunities for students to acquire skills and attitudes, to both resist abuse in their own lives and to prepare themselves for responsibilities in their adult lives.

have systems in place for identifying and responding to child students in need of support and/or protection.

establish a procedure within each school to be followed by all members of the school community in cases of suspected or reported abuse.

develop and promote effective working relationships with other agencies, such as the police and the local authority.

carry out appropriate checks on members of staff and host families who will work with child students.

regularly review our child protection materials and actions, and correct any deficiencies or weaknesses as soon as possible.

## Recruitment Process

Regent has a clear policy when employing people who will be working with children.

Before applying, please read the declarations on the on-line application form (see <http://www.regent.org.uk/recruitment/young-learner-schools>) very carefully. This applies to those who have worked for Regent before as well as new applicants. In particular you should consider the following points:

- We only employ staff who meet the essential criteria in the job description.
- We assess staff in relation to their suitability to work with children.
- If short listed we will take up references prior to interview.
- If short listed we will take up any discrepancies/.anomalies in the information you provide us with, at interview.
- If short listed we will contact current or previous employers.
- All references will be followed up. Where possible one of your referees should be able to comment on work you have done with children.
- A full C.V. should be submitted with your application form.
- We will wish to see proof of qualifications, either in the form of the original certificate, or, if you are still waiting for your certificate, a letter from your course provider confirming that you have been awarded the qualification.
- We will request a Disclosure from the Disclosure and Barring Service on all seasonal staff. The level of Disclosure will be Enhanced for all positions.
- A criminal record will not necessarily be a bar to obtaining a position. However, because of the nature of the business, Regent Scanbrit in Bournemouth is exempt from the terms of the Rehabilitation of Offenders Act and this overrules employment rights an ex-offender would otherwise have in respect of spent convictions. This means that any offence, past or present, involving minors will be taken into consideration when assessing suitability.
- Any contract issued will be subject to a satisfactory disclosure.
- Further information about disclosure can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> or by contacting the DBS information line on 0300 0200 190.



## CHILDREN ACT 1999

### Regent Language Training Declaration Regarding Suitability to Work with Children

To be completed by all staff and group leaders

Full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Disclosure

Have you ever: (Please tick)	YES	NO
1 Been charged with or convicted of any offence against a child?	<input type="checkbox"/>	<input type="checkbox"/>
2 Appeared on a list of individuals barred from working with children or otherwise disqualified to work with children administered by the Independent Safeguarding Authority ("ISA") or the Disclosure and Barring Service, or any other body	<input type="checkbox"/>	<input type="checkbox"/>
3 Had a child removed from your care by the order of a court?	<input type="checkbox"/>	<input type="checkbox"/>
4 Had registration under Part X of the Children Act 1999 refused?	<input type="checkbox"/>	<input type="checkbox"/>
5 Had rights and duties concerning any child in your care vested in a Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>
6 Had a probation imposed on you at any time?	<input type="checkbox"/>	<input type="checkbox"/>
7 Been disqualified from acting as a foster parent?	<input type="checkbox"/>	<input type="checkbox"/>
8 Been found guilty of negligence whilst supervising under 18s on activities/courses organised by any other organisation?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'yes' to any of the above questions, please supply the dates and circumstances.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration**

To help us ensure that we are complying with child protection laws, please complete the following declaration.

I \_\_\_\_\_ (full name)

of (address) \_\_\_\_\_

confirm that the information given above is accurate and correct I am not on the barred list administered by the DBS or otherwise disqualified from working with children.

Under the terms of the Police Act 1997, the Criminal Justice and Court Services Act 2000, and the Safeguarding Vulnerable Groups Act 2006, [School] reserves the right to carry out an enhanced Disclosure and Barring Service check, which will include a check of the list of those barred from working with children.

I consent to an enhanced DBS check if appointed to the position for which I have applied. I am aware that the details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999 and the Safeguarding Vulnerable Groups Act 2006, and the Protection of Freedoms Act 2012 .

I agree to inform the person in the organisation responsible for processing applications for DBS checks if I am convicted of an offence after confirmation of the post, or if I become the subject of a police or social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my position.

I understand that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, bind-overs, including those regarded as 'spent' must be declared.

I can provide proof of my qualifications.

I understand that all references given will be followed up.

I confirm that I know of no reason why I would not be viewed as a suitable person to work with children.

Signed \_\_\_\_\_

Date \_\_\_\_\_