



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 course we offer to students is a combination of English lessons, extra-curricular activities and excursions.

Staff

The staff breakdown is as follows:

- **Centre Manager:** responsible for the overall success of the 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 and assists in the activity programme and undertakes some welfare and supervision tasks.
- **Activity Leader:** leads sessions on the activity and excursion programme.
- **Lifeguard & Activity Leader:** leads sessions on the activity and excursion programme including sessions in the pool.

In addition to the main duties outlined above each member of staff is expected to monitor the students' behaviour at all times, check on students at night time, be on hand if any student needs assistance, and be involved in airport co-ordination, which will 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.

Location

Stowe School, Stowe, Buckingham, MK18 5EH (02th July – 8th August)

Stowe School has an excellent location close to London and Oxford, just over one hour from Heathrow airport. Considered to have the most beautiful grounds of any school in the UK, Stowe School is set in 750 acres of outstanding parkland, 6km away from the historic market town of Buckingham. The exceptional sports facilities include an indoor swimming pool, indoor and outdoor basketball courts, outdoor tennis courts and numerous playing fields.

There are 3 separate courses running at Stowe in 2020 within the same dates - one for students aged 7-12 (juniors) one for students aged 13-17 (seniors) and a Science Summer course for students aged 16-17. Each course has a capacity of 60, 96 and 60 students respectively.

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.

Activities are organised every afternoon and 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. All staff members are expected to take an active role in these activities. 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, Cambridge, Oxford, Stratford and many more.

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 - Junior

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

Science Summer

Students have 25.5 hours of academic lessons that are designed to help them build the skills and knowledge they will need for their future studies at university. It is an intensive course in which we put the responsibility on students to research, present and debate topics that they choose. Students study Science, Technology, Engineering, Medicine and IELTS Exam Preparation. There is one full day excursion and one half day excursion per week, and a more mature evening programme that the students also are involved in organising.

Accommodation

Stowe offers some singles, twin bedrooms and dormitories with no more than 4 in each room.

The accommodation provided is full-board, and each member of staff will have their own room whenever possible.

REGENT SUMMER SCHOOLS

Activity Leader

Reports to: Programme Coordinator

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:

- Arrive Thursday 2nd July to attend pre-course induction and help set up the centre
- Welcome students on the first Sunday with orientation around the site, checking into rooms, and providing initial 'getting to know you' entertainment as directed by the Programme Co-ordinator.
- Assist with the welcome, induction and testing of students on the first morning.
- 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 "getting up", at lunch time, afternoons, evenings and "bedtimes" on a rota basis.
- Sit with students, rather than other staff, at all meal 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 assembly, lunch-time and in the evenings, ensuring that curfews are kept and bed-times respected.
- 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 Centre Manager, and also on occasions with agents, company colleagues or British Council Inspectors, in the observation and evaluation of activities.
- Supervise the departure of the students on the final Saturday, checking beds and facilities, collecting keys as appropriate, escorting students and luggage to pick-up points at agreed times.
- 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:

| | |
|---|---|
| <p>Essential</p> <ul style="list-style-type: none"> • Experience of working with children or teenagers • Proven leadership and motivational skills • Can lead at least one particular specialist session • DBS Certificate (valid) | <p>Desirable</p> <ul style="list-style-type: none"> • Suitable Leisure qualification e.g. specialist coaching qualification • First Aid or Life Guard Qualifications • Experience of working with teenagers in a residential environment • Trainee Teacher or Teaching Assistant |
| <p>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</p> | |



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, or in the resources room on-site, or on request from the Centre Manager. 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 Summer Schools 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? | - | - |
| 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 | - | - |
| 3 Had a child removed from your care by the order of a court? | - | - |
| 4 Had registration under Part X of the Children Act 1999 refused? | - | - |
| 5 Had rights and duties concerning any child in your care vested in a Local Authority? | - | - |
| 6 Had a probation imposed on you at any time? | - | - |
| 7 Been disqualified from acting as a foster parent? | - | - |
| 8 Been found guilty of negligence whilst supervising under 18s on activities/courses organised by any other organisation? | - | - |

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

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 _____

REFERENCE REQUEST FORM

return to: rssrecruitment@regent.org.uk

| | |
|---|--|
| Candidate's name | <input style="width: 100%;" type="text"/> |
| Position applied for | <input style="width: 100%;" type="text"/> |
| Date | <input style="width: 100%;" type="text"/> |
| Information will be treated confidentially. | |
| <p>1. The candidate above has applied to work with Regent Summer Schools. Permission has been granted to contact you to verify information that has been given to us.</p> | |
| 2. Can you confirm dates of employment from <input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/> ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. In what capacity do you know candidate? <input style="width: 100%;" type="text"/> | |
| 4. How long have you known the candidate? <input style="width: 100%;" type="text"/> | |
| 5. What was the job and what were the duties? <input style="width: 100%;" type="text"/> | |
| 6. What are your observations of the candidate's knowledge, skills and experience? <input style="width: 100%;" type="text"/> | |
| 7. Were attendance and timekeeping satisfactory? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, give details <input style="width: 100%;" type="text"/> | |
| 8. What was the reason for leaving? <input style="width: 100%;" type="text"/> | |
| 9. Would you re-employ this person? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, why not? <input style="width: 100%;" type="text"/> | |
| 10. Have they been the subject of any child protection concerns or allegations? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, give details <input style="width: 100%;" type="text"/> | |
| 11. Has they been subject to any disciplinary offences relating to children, including "time expired" offences? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, give details <input style="width: 100%;" type="text"/> | |
| 12. Have they been subject to any disciplinary investigations or process where they left the employment before the end of the process? If yes, give details. <input style="width: 100%;" type="text"/> | |
| 13. Do you know of any reason why this person should not work with children? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, give details <input style="width: 100%;" type="text"/> | |
| Signed | <input style="width: 100%;" type="text"/> |
| Name | <input style="width: 100%;" type="text"/> |
| Position and Company | <input style="width: 100%;" type="text"/> |
| Date | <input style="width: 100%;" type="text"/> |
| In the event of a request by the candidate for access to this reference under the Data Protection Act, do you give consent to disclose this to the individual? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

REGENT SUMMER SCHOOLS

CENTRE STAFF INFORMATION

- Food & drink:** All meals are provided. In some centres a tuck shop operates and provides soft drinks and confectionery. Certain centres are some distance from the nearest shops, so any special items should be brought in at the start of the course. Some centres supply water dispensers – others use the mains water supply. If you have any special dietary requirements, please inform us at time of application and speak to your Centre Manager at the start of the programme so arrangements can be made.
- Sleeping Arrangements:** The accommodation provided is full-board, and each member of staff will have their own room complete with a single bed whenever possible. In some cases staff will need to share with other staff members of the same gender. These rooms will be adjoined to student sleeping areas for reasons of security and supervision. All rooms will be situated within reasonable distance of toilet and bathroom facilities.
- Healthcare:** There will always be first aid trained staff on site. General medical problems should be approached in the usual way. Each centre has a designated GP or Health Centre and Accidents and Emergencies should be dealt with at the local A&E unit. All details can be found in the Course Information Sheet on-site.
- Laundry arrangements:** There are laundry facilities at all our centres.
- Parking:** Parking is available at all our centres in designated areas.
- Internet access:** There is internet/email access at all our centres. This is primarily for course operations, but the facilities may be used by staff at agreed times so long as this use does not interfere with the smooth running of the programme.
- Mobile Phones:** A course mobile is provided at each centre, but staff may find it extremely useful to have their own mobile phones available on-site and off-site to communicate with the centre and Head Office. We use Whatsapp to communicate so having this app installed is helpful. The mobile phone signal is really poor, but the wifi is great.
- Valuable items:** If you decide to bring valuable items with you (e.g. computers, TVs etc) Regent cannot take responsibility for loss or damage concerning these items. There is a safe in each centre where small items and valuable documents may be kept.

REGENT SUMMER SCHOOLS

THINGS YOU DON'T NEED TO BRING WITH YOU

| | |
|-------------------------------------|--|
| Bedding: | This is provided by the centre |
| Stationery: | Pens, pencils, notepads, board pens etc are all provided |
| Teaching materials: | All provided, including resource books. If you have any materials that you particularly like using (including music CDs, videos), feel free to bring them with you. All the supplementary books that are on the syllabus are provided. |
| Sports & Activity Items: | All such items are provided. |

THINGS YOU DO NEED TO BRING WITH YOU

| | |
|---|--|
| Appropriate clothing & Footwear: | <p>Smart and appropriate attire for teaching (i.e. smart shoes and trousers/skirt with an ironed shirt/top). <i>NB - Shorts & denim, flip flops and trainers belong outside of the classroom!</i> All staff will be given a Regent T-shirt & badge (lanyard) on arrival, which you will be expected to wear at all times on-site plus on airport transfers and excursions off-site.</p> <p>Sportswear for all staff on the sporting activity programme e.g. trainers, tracksuit, swimwear. Casual wear for rambles, arts & crafts etc.</p> |
| Towels: | Towels are not provided. |
| Medicines: | As there is only basic first aid on-site, all staff should ensure they have all required personal medications at hand. |
| Certification: | In those cases where appointed staff have outstanding original documentation to present, it is essential that all such required items are available for inspection. |
| Passport Photo/ID: | Please email a passport-sized photograph to use for your Regent ID Card. Please send a copy of this with your application. |
| Fancy Dress: | Some activities are in Fancy Dress so if you have fun wigs or other clothing, please bring them along! |