



Summer Social Programme Assistant

English Language Summer School for Adults

Fixed Term: 11th of June 2024- 6th September 2024

Average 26-35 hours per week (Minimum 26 hours per week, with Wednesdays off, involves working on Saturday/Sunday and during after-school activities mid-week when needed)
£12 per hour

Weekend excursion leader, afternoon and evening activity host and administrative assistant in an English Language Summer School for adults.

About Us

We have a full and exciting social programme here at The English Language Centre, which we run for our English Language students from all over the world, aged 16 to adult (average age 23). The social programme involves weekly evening excursions: taking students bowling, to the theatre, to the cinema, out for dinner, mini golf, afternoon tea, paintball and to local festivals. At the weekend, we take the coach, train, and bus trips to other areas of the UK, such as Oxford, Cardiff, Glastonbury and Wells, London, The Cotswolds, Stonehenge, Frome and The Harry Potter Studio Tour, London.

About You

We are looking for an outgoing, fun, and confident individual who can command crowds of students (for example to stop students from walking into the road on school trips!). We need someone organised and punctual, who can take responsibility of a group of students who have never visited the UK before, following an itinerary and bringing a positive atmosphere to social events, even on rainy days.

What you'll be doing

- Support with signing in students, following protocol to locate late or missing students
- Assist the Social Programme Manager and other members of staff with administrative duties at school when requested e.g. creating posters, sending emails and confirming bookings.
- Promote the social programme in classrooms to answer questions and maximise participation
- Encourage integration between students by being available to them at break times etc.
- Supervise Friday sports activities, bringing equipment to the sports centre, and taking registers.
- Lead and assist on Saturday/Sunday excursions, taking students on walking tours of cities (materials/maps and training provided), and



- Ensuring the smooth running of transport plans
- Ensuring trips are suitably prepped for e.g. risk assessments completed, registers printed, and bookings and tickets collected.
- Safeguarding duties – undergo safeguarding training with the Vice-Principal and be aware of all ELC’s safeguarding policies and procedures.
- Ensure regular check-ins with under 18 students

This is a very general job description of the main duties in the role. In a language school, things may change unexpectedly and so there is a real need for flexibility for fulfilling other duties not outlined in the job description. This may involve chaperoning students off-site, booking last-minute taxis and thinking on your feet.

Required Qualifications & Experience

Essential

- Should be able to communicate in English confidently (C2+)

Desired but non-essential experience:

- Event or trip planning/coordination (could be through school, work, university or personally)
- Experience communicating with international people (non-native speakers of English)
- Experience speaking in front of large groups (performing, teaching, giving speeches etc.)
- Organisational administrative skills (responding professionally to emails and calls)

What’s in it for you

£12 per hour • Free tickets to local activities and transport to outer-city visits • Free lunch every day • Free Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing • Free Holiday Club

How we Recruit and our commitment to Safeguarding

The English Language Centre and Clifton College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That’s why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).



If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at ELC and Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

Equal Opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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