



Job Description: Programme Counsellor

Bucksmore provides academic short courses to students aged 10-18 that have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With over 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the academic short courses we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

Job Title:	Programme Counsellor
Reports to:	Centre Senior Management Team and Bucksmore Head Office Team
Courses:	Young Professionals and Advanced Studies Programme
Location:	Oxford International College, d'Overbroeck's, Brasenose College, Magdalene College
Course Dates:	Bucksmore Summer courses run from the 27th June to 15th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.
Remuneration:	Up to £554 per week - £450 per week basic pay +12.07% holiday pay per week (£54) + up to £50 performance related weekly bonus.

Programme Counsellor • Main Duties & Responsibilities

Role Definition:

Bucksmore Programme Counsellors play an essential part in assisting the delivery of our academic programme as well as the activities programme, ensuring that students who attend our programmes have an unforgettable educational experience in a safe, caring environment. Engaging with students in all aspects of a course ensure that both students and staff make the most out of their time on a summer course. Tutors that are highly experienced in their field deliver academic sessions, while Programme Counsellors help deliver practical projects and workshops relevant for students and their own background. The activity programmes comprise of daytime and evening activities alongside full and half day trips to places of historical and cultural interest.

This list summarises the key tasks of the role and 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 or Operations Manager and Head Office Team. Bucksmore will exercise this right reasonably.

- Organise and implement specialist workshops and project sessions
- Prepare any necessary materials required for workshops and project sessions
- Organise and implement a wide range of afternoon and evening activities as directed by the Activity Manager and Centre Manager
- Promote the activity programme and ensure maximum student participation
- Participate, lead and supervise during activities
- Take responsibility or joint responsibility on off-site excursions and on-site activities
- Guide and supervise students on excursions and trips
- Assist with airport transfers and meet students on arrival
- Assist with student check in on airport transfer departures
- Supervise students during meal times as per the weekly staff rota
- Assist with wake up and bedtime duties as per the weekly staff rota
- Respond to general emergencies at all times
- Maintain proper levels of student discipline, safety and welfare

Programme Counsellor • Person Specification

Legal Requirement: All applicants must have the eligibility to work in the UK prior to commencing employment. The following are the essential and desirable requirements needed in order to do the job.

Knowledge, qualifications and experience:

Essential

- Native or native level English speaker
- Experience of working with children or young learners in a formal capacity
- Academic background related to the course

Desirable

- Experience of working in a residential school
- Background of leading sessions or workshops in subject specific areas
- British Council accredited Level 5 EFL teaching qualification such as CELTA / Trinity TESOL or equivalent, PGCE in English or Modern Foreign Language, PGCE (Primary) and QTS equivalent
- First aid qualification

Skills, abilities and competencies:

Essential

- Excellent communication skills
- Ability and desire to work as part of a team
- Flexibility and adaptability
- Willingness to contribute positively to the students' activity programme
- An understanding of child safeguarding

Personal Attributes:

Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work

Programme Counsellor - Further Information

Background:

Young Professionals: Students attending Young Professionals are in age groups 13-16 and 16-18 with a minimum language level of Intermediate (B1). They choose one subject per week in order to receive an insight into future careers and study with an emphasis on practical and project sessions. They receive a combination of tutor led theory and practical sessions as well as Counsellor led projects and EAP sessions.

Subjects: Architecture, Medicine, Engineering, Business & Management, Digital Marketing, Law, Computer Science, Forensic, Science & Criminology and International Relations & Politics.

Advanced Studies Programme (ASP): Students attending ASP in either Oxford or Cambridge are native or near-native English speakers and are 16-18 years old. They choose two subjects per two week session and join a 'faculty group' where Programme Counsellors lead university preparation masterclasses and debate workshops.

Pastoral Care:

Due to the nature of a residential summer camp, a Bucksmore EFL Counsellor should be aware that their role is not limited to just teaching. EFL Counsellors will fully participate in both providing the students' 24/7 pastoral care (including supervision at bed-time and wake-ups), and also in ensuring the students safety whilst on activities and excursions.

Programme Counsellor Commitment:

The summer school environment is challenging but also very rewarding. A good Programme Counsellor will be in possession of a wide variety of skills and personal qualities and be able to work well in a team.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact will be to adhere to Bucksmore's Child Protection Policy.

Additionally the role may involve the following: effective airport "meet and greet" on student arrival, provision of airport check-in assistance on student departure, student welcome in centre, wake up/bed time duties, meal monitoring and supervisory duties, afternoon and evening activities, full day or half day excursions and trips, and general pastoral care and welfare.

The Working Week:

At least 48 hours per week. All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

The Bucksmore Continuum

Our Courses

Bucksmore Education provides a range of academic courses for all levels and subject desires. Below are all our courses on offer. For more detailed information on our courses, please visit the [Bucksmore website](#). We like to pair our staff to courses that uses their skill set, so if you see a particular course that suits your experience, please let us know!

EFL Foundation	Academic Development	Academic Enrichment	University Preparation
Bucksmore English (10-13 & 13-16)	Young Leaders (14-17)	The Show Must Go On: The Young Performer (13-16)	Advanced Studies Programme (16-18)
English Plus (10-13 & 13-16)	Young Professionals (13-16)	Message Received: The Social Media Influencer (16-18)	
Intensive English (13-16)	Young Professionals (16-18)	The Art of Noise: Music & Audio Production (16-18)	
IELTs Preparation (16-18)		Curtain Up: Musical Theatre Production & Performance (16-18)	
		Build the Future: Design, Engineer, Construct (16-18)	

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for the teaching
of English in the UK

Our Course Dates

Our centres have different starting dates and length of time being open. During the interview stage, you will be asked for your availability for the summer. This is so we can match you to the most suitable course based on your availability. A Bucksmore weeks always starts on a Tuesday.

Week Start Date

Centre	Location	27th June	4th July	11th July	17th July	24th July	1st Aug	8th Aug
Plumpton College	Brighton	✓	✓	✓	✓	✓	✓	
King Edward's School	Surrey			✓	✓	✓	✓	
St Hilda's	Oxford	✓	✓	✓	✓	✓	✓	
King's College London	London		✓	✓	✓	✓		
Tonbridge School	Kent		✓	✓	✓	✓	✓	✓
Oxford International College	Oxford		✓	✓	✓	✓		
d'Overbroeck's College	Oxford			✓	✓	✓	✓	
Corpus Christi	Cambridge			✓	✓	✓	✓	
St Edward's	Oxford		✓	✓	✓	✓		
Magdalene College	Cambridge			✓	✓	✓	✓	
Brasenose College	Oxford	✓	✓	✓	✓	✓	✓	

Application Process: Next steps, Safeguarding and paperwork

1. Please complete the online application form which will guide you through all the relevant fields. As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You must provide two referees on applying which Bucksmore reserves the right to contact before or after interview.
2. If you are short-listed, you will be invited to an interview with the Bucksmore Recruitment Manager.
3. All management positions will require a second interview with their reporting line manager which includes a task based assessment.
4. Successful candidates will undergo an enhanced DBS check (and a police check if you are residence outside the UK) and must provide a copy of their identification (e.g. passport, driving license) for our records.

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

Bucksmore Education is committed to safeguarding and promoting the welfare of children. The post holders' responsibilities for safeguarding and welfare of the students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy. You will be asked to provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.

**Please be aware, the role will require substantial amounts of walking when on excursions and from time to time lifting and carrying equipment when setting up activities.

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