



Job Description: Activity 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 t

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 and Advanced University Preparation Programme. In 2019 Bucksmore were proud to have been awarded the PIEoneer '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: Activity Counsellor

Reports to: Centre Senior Management Team and Bucksmore Head Office Team

Courses: Young Professionals and Advanced University Preparation Programme

Location: Oxford International College, Oxford and d'Overbroeck's College, Oxford

Course Dates: Bucksmore Summer courses run from the 2nd July to 6th 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: Band A £529.05 a week including holiday pay.
Band B £506.54 a week Including holiday pay.
Band C £393.97 a week including holiday pay,

Activity Counsellor • Main Duties & Responsibilities

Role Definition:

Bucksmore Activity 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. The activity programmes comprise of daytime and evening activities alongside full and half day trips to places of historical and cultural interest.

- Develop and deliver any workshops or project sessions as directed by the Academic Manager¹
- Organise and implement a wide range of afternoon and evening activities as directed by the Activity Manager and centre Manager while participating, leading and supervising.
- Promote the activity programme and ensure maximum student participation
- 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
- 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

Activity 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

Activity Counsellor - Further Information

Background:

Young Professionals: Students attending Young Professionals are in age groups 13-17 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.

Subjects: Architecture, Medicine, Engineering, Business, Computer Science, Visual & Graphic Artistry

Advanced University Preparation Programme: Students attending in Oxford 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 Activity Counsellors lead debate workshops.

Subjects: Pre Medicine, Mathematics, Psychology, Physics, Business & Management, Computer Science, PPE, International Relations, Global Finance, History of Innovation & Pre-Law.

Pastoral Care:

Due to the nature of a residential summer camp, a Bucksmore Activity Counsellor should be aware that their role will include fully participating 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.

Activity Counsellor Commitment:

The summer school environment is challenging but also very rewarding. A good Activity 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

Bucksmore English
(10-13 & 13-16)

English Plus
(10-13 & 13-16)

Intensive English
(13-16 & 16-18)

IELTs Preparation
(16-18)

Academic
Enrichment

**The Show Must Go On:
The Young Performer**
(13-16)

Young Professionals
(13-17)

University
Preparation

**Advanced University
Preparation**
(16-18)

MEMBER

ENGLISH
UK

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Accredited by the
**BRITISH
COUNCIL**
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 | 2nd July | 9th July | 16th July | 23rd July | 30th July | 6th Aug | 13th Aug |
|---------------------------------------|----------|----------|----------|-----------|-----------|-----------|---------|----------|
| King Edward's School | Surrey | | ✓ | ✓ | ✓ | ✓ | | |
| St Hilda's | Oxford | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| King's College London | London | ✓ | ✓ | ✓ | ✓ | | | |
| Oxford International College Brighton | Brighton | ✓ | ✓ | ✓ | ✓ | | | |
| d'Overbroeck's College | Oxford | | ✓ | ✓ | ✓ | ✓ | | |
| Oxford International 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) and update service (£6.50) 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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