



Job Description

Job Title:	Summer School Transport Coordinator/Activity Leader (Residential)
Department:	Summer School
Responsible to:	Summer School Director of Studies
Last reviewed:	October 2022

Job Outline

In 2022, Haileybury delivered its first International Summer School and we are building on this success in 2023. The programme has an academic focus and is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions to top-end destinations.

As a member of the Summer School Team, you will be required to coordinate transport for all excursions and fortnightly airport transfers and to support delivery of a top-quality academic and activity programme. You will liaise with school staff and external suppliers to ensure an effective and efficient use of resources.

You will take part in a professional development programme and ensure all administration is completed to a high standard.

The nature of a 24 hour a day, 7 days per week summer school requires staff to work flexibly. The work is intense, days are long and whether on or off duty, staff are expected to put the needs of the pupils and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week and be asked to sign a 48 hour waiver.

Duties

- Assist with the planning, administration and logistics of excursions to make sure that arrival at venue is timely and expected and that resources are used effectively and efficiently
- Ensure that all transport for airport transfers is appropriately planned following summer school guidelines, and that resources are used effectively and efficiently
- Liaise with the appropriate managers to ensure all risk assessments are completed and signed off and that all activities, trips and transfers operate in the safest possible way
- Ensure that transfer/trip administration is completed efficiently and in a timely manner
- Attend daily meetings that cover administration, pupils and staff needs
- Participate in weekly INSETTs and a CPD programme

- Support the academic and welfare teams to maximise learning opportunities for staff and pupils across the programme
- Collect and act upon feedback as per the course schedule
- Undertake pastoral and activity duties as required
- Act as excursion/coach leader as required

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Summer School Transport Coordinator/Activity Leader (Residential)
Person Specification**

	Essential	Desirable
Qualifications		
• Teaching or coaching qualification: sports, music, dance, drama etc.		✓
• A recognised First Aid qualification		✓
• A full, clean, UK driving licence		✓
Knowledge, Skills and Experience		
• High level of computer literacy, particularly Outlook, Google, Word, Excel and PowerPoint	✓	
• Experience of working in a residential summer school or other residential setting with young people		✓
• Experience of planning a wide range of activities and excursions		✓
• Experience of planning logistics		✓
• Experience of working with international teenagers and an understanding of their needs		✓
Personal Attributes		
• Ability to plan complex schedules with confidence and a sense of responsibility	✓	
• Enthusiastic with the ability to learn	✓	
• Highly articulate, confident and dynamic	✓	
• Excellent communication skills with all relevant client groups, both internally and externally	✓	
• Ability to operate and understand within a school environment	✓	
• Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
• Ability to maintain confidentiality with, tact, diplomacy and discretion	✓	
• Ability to work in a team and individually, using own initiative	✓	
• Flexible with the ability to adapt to changes to work schedules	✓	
• Confident, self-motivated and proactive	✓	
• Honest, polite, reliable, resourceful, flexible, punctual and committed	✓	
• Have the willingness and flexibility to deal with unexpected situations whilst putting student welfare and the reputation of the school as priorities	✓	

	Essential	Desirable
• Well organised with the ability to prioritise work to deadlines and under pressure	✓	
• Accurate with an eye for detail	✓	
• Good numeracy and literacy skills	✓	