



# STEM ASSISTANT JOB DESCRIPTION 2024

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## ABOUT STAFFORD HOUSE

Stafford House has over 70 years' experience in providing international students with great English language study experiences in the UK. Our mission is to educate, inspire and help our students enjoy our locations, empowering them with confidence to realise their personal potential. Stafford House comprises 2 brands, Stafford House International and Stafford House Study Holidays.

Stafford House Study Holidays offers study experiences in the summer in a variety of locations, including our CATS Global Schools locations globally and partner summer venues at prestigious boarding schools and universities. We also offer a variety of non-ELT summer programmes studying Arts, Sciences and Business.

Stafford House International has 3 year-round locations in Cambridge, Canterbury, and London. These schools benefit from being co-located with other schools in CATS Global Schools allowing us to deliver a high-quality service to students and staff. We deliver our signature Professional Certificate courses and Business English programmes in London and IELTS preparation in all three locations and our General English programme is enhanced by our module courses in the afternoons in all three locations. All three schools deliver programmes from groups booked through Study Holidays throughout the year.

We offer a true experience for our students, and it takes dedicated and special employees to help deliver that. Our 'Lions' are part of the Stafford House family from the start as we quickly integrate people into the team and look to build individuals skills to allow them to truly excel in their role and push on to greater things. Once a lion, always a lion!

### Activity Leader (Residential or non-residential)

- Under the guidance of the STEM Lead and Activities Manager, and utilising the outlined social program provided by Head Office, plan, organise and implement a high-quality programme of activities and excursions, leading by example. When not required on assist on the STEM course you will cover usual Activity Leader duties
- Motivate and encourage students to take an active part in the programme.
- Supervise and look after the safety and welfare of students.

Department:	Programmes
Reports to:	Activities Manager, STEM Lead
Contract:	Temporary, fixed term
Hours:	48 hours over 6 days per week
Salary	Basic rate of £500.16 per week for 23 and over, £488.64 per week for those aged 18-22, plus holiday entitlement. Increments for coaching, first aid and lifesaving certificates available at selected centres.
	(Minus £63.70 accommodation offset if residential. This amount is set by the government and is subject to potential changes in 2024). All Rates will be reviewed and agreed in 2024, prior to work commencing

## YOUR PROFILE AND RESPONSIBILITIES

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times when on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
2. To participate in the staff induction day (paid as part of normal weekly hours).
3. To assist the STEM lead with preparing the lab and classrooms
4. To accompany the STEM students on excursions and engage with them fully on the trips
5. Supervise students when external speakers come in to take lessons
6. To **prepare for activity sessions thoroughly**. Preparation time can be considerable if you are to ensure the success of the timetabled session. This involves:
  - Comprehensive planning and promoting of the activity, ensuring that **students sign up** in advance
  - Considering all potential hazards concerning Health & Safety according to guidelines laid down, and making necessary provisions to avoid accidents
  - Knowing necessary **instructions/directions** before session start time

- Having all equipment and decorations, if appropriate, set up before students arrive
  - Packing away all equipment and materials, and tidying the activity space.
7. To actively encourage the **involvement of students** in activities and events, leading by example.
  8. When running an activity, **to supervise other staff** and encourage them to take a full and active part.
  9. To ensure that listed students are present at social programme sessions and to maintain accurate registers of their attendance.
  10. To look after the **materials/equipment** and ensure they are returned at the end of each activity.
  11. To **escort groups on excursions** and ensure the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their visit.
  12. To provide feedback on the programme to the Activities Manager.
  13. To undertake local travel and research.
  14. If holding a specialist qualification that is eligible for an increment, to undertake duties pertaining to this.
  15. To supervise student behaviour both on and off campus.
  16. To carry out meal-time and free-time supervision and, if residential, lights-out duties. Other residential duties include morning wake-ups, room checks and generally caring for the welfare of our younger students.
  17. To ensure that all Stafford House Health & Safety policies are implemented and monitored.
  18. To assist with airport transfers and student arrivals and departures.
  19. To assist with centre administration as directed.
  20. To assist in closing the centre and returning equipment.
  21. Additional duties as required.

## ABOUT YOU

### Essential

- Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0
- Interested in, and able to organise activities such as drama, arts & crafts, talent shows etc.
- Able to adapt quickly to change and be flexible
- Effective communicator
- Flexible and a team player
- Able to motivate and encourage large groups of children and teenagers
- Able to address large groups of young people
- 18 years of age or over
- Enthusiastic
- Willing to carry out manual duties
- Able to sustain long periods of physical activity
- Actively enjoy spending time with children/teenagers

### Desirable

- Qualifications in related subjects (e.g. arts, drama, sports, etc)\*
- Coaching/arts teaching qualification\*
- Current First Aid certificate\*\*
- Current RLSS lifesavers qualification\*\*
- Previous summer school experience
- Experience of working with children and/or teenagers
- Competent sports/gamesperson with knowledge of the rules and organisation of one or more sports

*\* Please consult with us on acceptable qualifications*

## COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to diversity, inclusion and belonging. Building on our core values – Pioneering, Persevering, People – we pledge to deliver a series of events, guest speakers and focus groups to make CATS Global Schools an employer of choice for all.

## ABOUT CATS GLOBAL SCHOOLS

CGS is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Worthgate School, Canterbury and Guildhouse School, London; CATS Academy in Boston; CATS China; Bournemouth Collegiate School, Bosworth Independent College and St Michael's School, Llanelli; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and Study Holidays. We benefit from being part of a global team focused on teaching and learning.

## AND FINALLY

CATS Global Schools are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines. **All shortlisted candidates will be required to complete a criminal declaration form prior to interview and be subject to online checks which may include social media checks in addition to** an enhanced DBS check (DBS process paid for by CATS Global Schools), references and if applicable, an overseas police check.