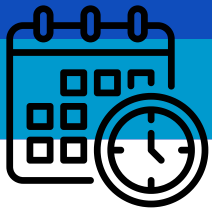


CENTRE LIFE: THE BASICS



HOURS / ROTAS / DUTIES / FAQs

HOURS

The hours are:

Teachers – If full-time, you work 42 hours per week. If part time, you can work 16 or 32 hours per week. If you are residential as a teacher, you must be full time.

Activity Leaders/Student Welfare and Student Welfare and Transport Officers – Can only be full time and they work 48-hours per week

Senior Student Welfare Officers must be full-time, working 52 hours per week

Please see your individual Job Description for confirmation of your hours.

Managers can only work full-time and must be residential. Their hours vary. Please see your Job Description for exact hours.

Full time staff work across 6 days a week with 1 full day off. Which day you have off each week will depend on your centre. Typically, for Activity Leaders/Student Welfare Officers this will be mid-week and for teachers the weekend.

ROTAS

You work on a rota basis and will receive a new rota each week with details of which duties you've been assigned and scheduled time off. You'll find out more about the rota during your centre induction on your first day.

CENTRE LIFE: THE BASICS



HOURS / ROTAS / DUTIES / FAQs

SUMMER DUTIES

Your job description will provide a thorough explanation of the duties you can expect in your role.

If this is your first ever summer role, here are some duties you'll see in your job description which you might be unfamiliar with:

1. *Supervision duties* – this can include free-time supervision of students as well as breakfast, lunch and dinner supervision. This often lasts around 30 mins but can take more or less time depending on group sizes.
2. *Lights out duty* – This is only required of residential staff and is normally around 10.30 PM to 11.30 PM when students are going to bed.
3. *Night duty* – (until 1am) this is only performed by Student Welfare Officers and Management. SWOs carry out 4-night duties per week and it mainly involves checking in around the residence to ensure students are settled down for the night.

CENTRE LIFE: THE BASICS



FAQ

HOURS / ROTAS / DUTIES / FAQs

Can I choose my days off?

Unfortunately, you won't be able to request specific days off. Rotas are done ahead of time with duties and free time assigned according to your contracted hours/role.

If you do need a day off for any special circumstance (e.g. graduation day), please let your Hiring Manager know about this as soon as possible so we can make your centre team aware

Can I come and go during my days/time off?

On your day off you are welcome to leave your centre, however if you decide to spend the night away from the residence, we ask that you let your centre management team know.

Student Welfare Officers and Student Welfare Officers (Transfers) – As it is compulsory for you to be residential for these positions, you must ask permission from your Line Manager if you wish to spend the night away from the centre.

Will there be time for staff to socialise?

There will be some time to socialise, for example during mealtimes (providing you are not on supervision duty). If you don't have a shift, you can always chill out in the staff room or nearby.



CENTRE LIFE: THE BASICS



FAQ

HOURS / ROTAS / DUTIES / FAQs

Will I be working with the same students the whole summer?

Our students enroll for anywhere between 1 and 4 weeks with us, so you won't necessarily see the same students on an ongoing basis.

Can I use on-site facilities (e.g. parking or the canteen) if I am not residential?

Our non-residential staff are welcome to have lunch in our canteen whenever they are working a shift and dinner only if working an evening activity.

In terms of other facilities, you can find out what is available to you at your specific centre via our centre factsheets

