



MANAGEMENT

Working as a manager at a summer school can be a rewarding and challenging experience, whether you are responsible for a student's academic progress, their engagement in activities or their general well-being, or a combination of all of these.

TYPICAL DAILY TASKS:

CENTRE DIRECTOR (CD)

- Oversee smooth running of the centre, following guidelines closely, establishing procedures and solving problems quickly and efficiently
- Maintain a professional working relationship with colleagues, clients and venue staff
- Be aware of everything that is happening at the centre and maintain communication channels with Head Office

ACTIVITY MANAGER (AM)

- Deliver a high quality activity and excursion programme
- Lead, motivate and brief your activity team
- Liaise closely with Academic and Welfare teams on Safeguarding issues

DIRECTOR OF STUDIES (DOS)

- Appropriately class students and timetable teachers
- Provide full support for the academic team ensuring the syllabus is used effectively
- Support the Centre Director in the overall management of the centre

WELFARE AND ACCOMMODATION MANAGER (WAM)

- Manage welfare duties, including writing staff rotas and supervising pastoral care duties
- Plan accommodation for students, organising pre-arrival and departure checks, and damage survey
- Liaise with Group Leaders, both informally and at the meetings to ensure all group needs are met



WHY WORK WITH US?

| | |
|---|---|
| LOCATIONS A variety of summer school settings and campuses | FULL BOARD Accommodation & meals included |
| COMPETITIVE SALARIES Plus loyalty bonuses | TRAINING Full training and pre-course support |
| REFERENCES Supplied for all staff who have worked with us (on request) | CAREER Opportunities and guidance for career progression |
| MATERIALS In-house syllabus and activity/excursion materials provided | SUPPORT 24h Head Office support for staff |
| PERFORMANCE REVIEWS Full feedback and appraisals by HO at the end of summer | STUDENT EXPERIENCE 98% of students would recommend Stafford House to a friend or relative |



KEY INFORMATION

Stafford House Study Holidays is part of the CATS group, comprised of the following brands:



| | | |
|--|-------------------------------|---|
| Educating 18,000 students each year | From 100 countries | Across 18 Permanent campuses |
|--|-------------------------------|---|

The CATS group employ **1500** permanent staff globally

Stafford House runs **19** Pop-up summer centres each year from June - August

27 years providing high quality English Language and activity courses for young learners

SUMMER LOCATIONS:
UK: Brighton, Cambridge, Canterbury, Chichester, Dover, Edinburgh, London, Malvern, Oakham, Woodcote, York
USA: Boston, L.A, Yale
Canada: Calgary, Toronto

On average **6000** students study with Stafford House each summer

Stafford House employs over **250** temporary summer staff each year



WEB: STAFFORDHOUSE.COM/CAREERS | EMAIL: RECRUITMENT@STAFFORDHOUSE.COM | PHONE: +44 (0) 1227 811 506



WECARE

OUR PLEDGE

To make our school communities as safe as possible we have implemented our **WeCare** pledge. This set of stringent health and safety guidelines will ensure that our students & staff can fully enjoy their experience while being confident that they are in the safest possible environment.

SAMPLE STUDENT TIMETABLE

| | MORNING | AFTERNOON | EVENING |
|------------|---|--|---|
| MON | ENGLISH LESSONS (3HRS) | FOOTBALL, TENNIS OR DRUMMING WORKSHOP (2.5HRS) | WELCOME EVENING & ICE BREAKER ACTIVITIES (2.5HRS) |
| TUE | ENGLISH LESSONS (3HRS) | INCLUDED HALF DAY EXCURSION (4.5HRS) | "WHO WANTS TO BE A MILLIONAIRE?" QUIZ NIGHT (2.5HRS) |
| WED | ENGLISH LESSONS (3HRS) | VOLLEYBALL, BADMINTON OR ARTS & CRAFTS (2.5HRS) | INTERNATIONAL NIGHT (2.5HRS) |
| THU | ENGLISH LESSONS (3HRS) | INCLUDED HALF DAY EXCURSION (4.5HRS) | CASINO NIGHT OR CONVERSATION CLUB (2.5HRS) |
| FRI | ENGLISH LESSONS (3HRS) | "MINI OLYMPICS" COMPETITION OR DANCE WORKSHOP (2.5HRS) | BEACH PARTY DISCO OR SPORTS (2.5HRS) |
| SAT | INCLUDED FULL DAY EXCURSION: LONDON, WALKING TOUR & THAMES SIGHTSEEING BOAT CRUISE (10HRS) | | CHILL OUT EVENING INCLUDING FILMS, POPCORN & BOARD GAMES (2.5HRS) |
| SUN | ONSITE ACTIVITIES E.G. BRITISH SPORTS DAY, OR OPTIONAL FULL DAY EXCURSION E.G. OXFORD & CHRIST CHURCH COLLEGE | | BRITISH CULTURE EVENING (2.5HRS) |