



**Excursions Manager  
(Residential)  
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!

## Excursions Manager (EM)

- Taking overall responsibility for the centre excursion programme, to ensure that a high-quality programme is delivered, utilising the provided outline programme and following our guidelines closely
- Responding to our clients' needs, and meeting their demands wherever possible
- Working closely with the other members of the management team to provide a meaningful and challenging learning experience for all students
- Ensuring the safety and welfare of all the students at all times

<b>Department:</b>	Programmes
<b>Reports to:</b>	Centre Director, Programmes Department at Head Office
<b>Contract:</b>	Temporary, fixed term
<b>Hours:</b>	60 hours over 6 days per week
<b>Salary Scale:</b>	
<b>Pay:</b>	£686.40 per week + holiday entitlement
	Emergency Phone Payment – up to *£40 per week (£20 per night payments for emergency phone cover – anticipated 2x per week)
	Loyalty Payments (if applicable) - *£20 - 43 per week
	*paid at the end of your contract

## YOUR PROFILE AND RESPONSIBILITIES

### Management of the excursions programme

1. Play a large part in the Staff Induction Day, usually one or two days prior to students' arrival. The AM (Activities Manager) and EM will provide training to Activity Leaders and Teachers in planning, organising and running on-site and off-site activities and excursions.
2. Working with the AM, deliver a high-quality activities and excursions programme. Consult with Group Leaders and other members of the activity team to improve the programme wherever possible, within guidelines set by the Programmes Manager.
3. Ensure activities comply with British Council and English UK guidelines (documents available on site).
4. Gain a sound knowledge of the local area and its attractions prior to commencement of contract.
5. Manage, motivate and brief the activity team and oversee their designated tasks, referring any issues regarding teaching staff to the Director of Studies.
6. Establish a working atmosphere of co-operation, fun and enthusiasm between staff, clients (Group Leaders) and students
7. Ensure a high level of student and staff participation in excursions through motivation, organisation and supervision.
8. Ensure that excursions are run according to Stafford House Study Holidays' procedures and rules.
9. Confirm all facilities and booking details with the centre and external suppliers, such as attractions and coaches.
10. Control the materials stock, including items belonging to Stafford House Study Holidays, the centre and hired items. Return all unused/durable stock to Head Office in good condition.

11. Ensure that Stafford House and its customers receive value for money from the leisure programme, and that correct use is being made of the facilities and coaches.
12. Establish and maintain open communication between the centre, clients, and Head Office.
13. Represent Stafford House positively in all conversations with clients, staff, and the host centre.
14. Write a final report to be submitted to Head Office within five days of the centre closing.

#### **Other duties**

15. Attendance at the Management Training Weekend (usually mid-June in Canterbury).
16. Close the centre, return all SHSH equipment according to guidelines outlined in AM manual.
17. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
18. Support the Centre Director in the overall management of the centre.
19. You may be nominated by Head Office to deputise for the Centre Director in his/her absence.
20. Additional duties as required.

#### **Welfare**

21. To have read and understood the AM manual, supervision manual and staff handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.
22. Assist in the programme of student supervision. All members of the CMT have student welfare duties on a rota basis. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy. Take on welfare supervision duties as and when required, as designated by the Centre Director.
23. You will also be expected to carry out nighttime duties on a rota basis (10 pm to 1 am), usually 2 – 3 times a week.
24. Liaise with the Director of Studies and Centre Director to organise the rota for activity supervision and pastoral care.

## **ABOUT YOU**

#### **Essential**

- Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0
- Previous experience of running an activity/leisure programme
- Previous AM/EM/Activity Leader experience
- Previous summer school experience
- Effective management skills
- Proven competence in leadership
- Proven competence in administration
- Computer literate
- Able to adapt quickly to change
- Effective communicator
- Enjoy working with children and teenagers from other cultures
- Able to address large groups of young people
- Able to maintain long periods of physical activity (while we are able to make reasonable adjustments, this is a physically active role, and as such is a requirement of the job)
- Enthusiasm
- Professional appearance

#### **Desirable**

- Current First Aid certificate\*
- Experience of working with children
- Previous residential experience

## **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.