**Social Programme Coordinator (SPC) Job Description**

The Social Programme Coordinator is responsible for the day to day running of the on-site Social & Activity Programme that takes place in the afternoons and evenings of the summer school.

The importance of the Social & Activity Programme at a residential summer school cannot be underestimated. The success or otherwise of the activities and social events has a huge bearing on how the students interact with each other, which will ultimately contribute to their overall summer experience. A successful Social & Activity Programme can help foster a positive and energetic atmosphere at the school, which is crucial in helping students form friendships and simply, have a great time!

Successfully running such an important part of the summer requires a high level of planning, preparation, effective delegation, organisation, and most importantly, communication.

**HOURS OF WORK**

The Social Programme Coordinator will work six days out of seven and will have one full day off per week. Although the Social Programme Coordinator’s main responsibilities concern the activities and social events, the Social Programme Coordinator will also be expected to have an awareness of all aspects of the course.

**PAY (PER WEEK):**

From £600\*

*\*Experience depending*

**CONTRACT DATES:**

Various - depending on school and position

Between 2nd July and 21st August

**MAIN DUTIES**

The main focus of the Social Programme Coordinator is to deliver a vibrant, imaginative and well-run programme of activities and social events. To do this effectively, it is crucial that the Social Programme Coordinator brings together the ideas, energy and skills of the staff under their direction, to best deliver the programme. To do this, the SPC is able to delegate to, manage and support the team effectively. Having an awareness of the overall picture of the programme and how each staff member can contribute to and work within it is essential.

The Social Programme Coordinator is responsible to the Summer School Director and will:

* Attend pre-course SBC Management Training
* Work closely and effectively with the other members of the summer school management team
* Take overall responsibility for planning and delivering the Social & Activity Programme
* Coordinate input from the Activity Leaders to design, implement and monitor the Social & Activity Programme
* Effectively induct all Activity Leaders during staff training and provide ongoing support, observations and training throughout the summer
* Lead Activity Leader planning meetings to ensure events and delegated activities or events are prepared and set up well in advance
* Ensure that all staff involved in events are well briefed and aware of their roles prior to events starting
* Produce comprehensive daily activity registers throughout the summer, ensuring students activity requests are met and records of student attainment are recorded
* Ensure staff set up all equipment and facilities prior to events starting and pack down sufficiently at the end.
* Be present at and, where appropriate, present the main activity evenings
* Ensure that all events are sufficiently staffed and everyone is aware of their duties
* Support and monitor the staff performance in planning and implementing the activity programme
* Coordinate the on-site English Plus activities and liaise with activity providers
* Ensure appropriate standards of student behaviour are maintained and deal with any issues as they arise
* If needed, administrate the running of the tuck-shop during break times; ensuring that stock is ordered in time
* Be familiar with and produce where needed risk assessments and policies for best ensuring all students and staff enjoy the social programme without incident

**OTHER DUTIES**

* Along with the other members of the management team, be the face of the summer school, presenting a professional and positive environment for students, staff and the host school
* Assist in the smooth running of students and parents arriving and departing at the school
* Liaise with the Office Coordinator on transfers to and from all activities and excursions
* Assist with welfare and pastoral duties when needed and provide support to both Welfare Coordinator and House Parents.
* Supervise and lead excursions if required

All members of staff have a general duty of care for the students at the summer school and as such will be expected to carry out the following duties:

* Assist the Summer School Director in running the summer school as and when required
* Communicate with parents both over the phone and face-to-face in a friendly and professional manner, handling any enquiries and requests efficiently
* Have an awareness of all aspects of the management of the school
* Assist with any unexpected situations should they occur

**REQUIREMENTS**

* Previous residential summer school experience
* Previous management experience with a confident and supportive approach
* Proven experience of coordinating staff in an events or activity programme capacity
* Previous professional experience of an international setting
* Rigorously organised approach and excellent administrative skills
* Sound working knowledge of Excel.

**PERSON SPECIFICATION**

All members of staff employed by SBC to work at the summer school will be expected to bring certain key qualities to the operation. Generally, there must be a real interest in working with children and in particular a strong empathy for working with international children. In general terms we look for staff to be:

* Approachable
* Enthusiastic
* Diplomatic
* Flexible

We expect all staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. The social programme coordinator must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all managers to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

The safety and welfare of our students is of paramount importance at all times and this should therefore be the priority of all staff, with particular thought and attention paid to managing the children both in houses and off-site, often in busy public places.

The social programme coordinator must be friendly, respectful and demonstrate a genuine ability and interest in engaging with the children at all times. They must be flexible, work well under pressure, be helpful and will most certainly require a good sense of fun!

**Should you be successful:**

* We will require the details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and/or equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates (either originals or certified copies) will be required for our records.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*