



Background Information: Activity Assistant

ECS - English Country Schools - is a British Council Accredited residential summer school for 8 – 17 year olds from around the world. English Language teaching is combined with a programme of sports, social activities and excursions in a beautiful countryside setting.

We aim to offer:

- High levels of supervision
- A friendly, family atmosphere
- International mix: we aim for our courses to be fully multinational so that pupils will speak English together and broaden their horizons through contact with others from different countries and cultures.
- A fully inclusive residential programme of teaching, sports, social activities and excursions
- High standards through regular inspection by The British Council and membership of the Young Learners Special Interest Group of English UK.

We want students who attend English Country Schools to:

- Learn a lot of English
- Learn more about themselves and other people
- Develop confidence, independence, sporting and social skills
- Return home healthy and refreshed
- Return to their studies with renewed enthusiasm and determination

We want staff to:

- Work to the best of their ability within a supportive and professional working environment
- Enjoy working with the young people on the course
- Develop personally and professionally, formally and informally during the course
- Leave with a sense of achievement and a desire to return in the future.

Please note:

All staff will be interviewed online; qualifications will be verified; references will be followed up and background checks will be carried out. Smoking is not allowed on our courses.

Why choose ECS?

- We limit the number of students in each age group who share the same mother tongue. This means you'll be working with a truly international group whose common language is English.

- We make separate provision for children in different age groups. You won't find yourself having to work with wide age ranges within the same group.
- We pay well and provide full board and lodge in the school. There is one full day off per week plus normally one session (morning, afternoon or evening) daily for planning and relaxation.
- Courses take place in a beautiful countryside campus with excellent sports facilities including indoor swimming pool, squash and tennis courts and extensive playing fields.
- You will be working in a school that cares about the environment and upholds the 12 commitments of [Green Standard Schools](#).
- To see what other people say about working with English Country Schools please visit <https://www.countryschools.co.uk/more-info/employment/>

Courses take place at Port Regis School near Shaftesbury in Dorset. Each age group has its own lessons, activity programme and accommodation. The daily timetable is as follows (follow the hyperlinks for further information):

8.30	Breakfast	19.30	Social programme
9.15	General assembly	20.45	Drink and fruit / biscuits
9.30	English lessons and workshops	21.00	Bedtime 7-10 year olds
13.15	Lunch	21.00	Optional evening sports
14.30	Sports and activities	22.00	Bedtime 11-14 year olds
16.45	Refreshments	22.30	Bedtime 14-17 year olds
17.00	Supervised leisure time		
18.30	Evening meal		

You can find further general information about our courses at our web site, www.countryschools.co.uk or in our brochure at <https://www.countryschools.co.uk/files/ECS-Brochure-2023.pdf>

Induction / training

Before you arrive we will send you more detailed employment information describing who does what on the course and how things work. There will be online training sessions covering things like child safeguarding, lesson and activity planning, understanding the daily timetable, FAQs, etc. There will also be face-to-face training just before the course begins.

General duties

The post of Activity Assistant exists for a sporty all-rounder to provide assistance – a spare pair of hands - with the programme where it is needed across all age groups as follows:

- Help with planning and running sports and social activities
- Help with supervising pupils on excursions, at the airport and in their boarding houses
- Help with technical aspects (audio visual) of the performance halls

The description is necessarily vague but what we really look for is enthusiasm, energy and a willingness to make yourself useful without always being asked. That said, we will do our best to make your employment as systematic as possible – for example by involving you in daily planning meetings to decide where you can best help.

Course dates and payment

Our 2023 course runs for four weeks, 7 July - 7 August, with staff expected to stay for 2 or 4 weeks. Salary for this post including 12.07% statutory annual leave payment is just over £500 per week. Accommodation and full board in the school is provided free of charge.

The application process:

- Send your CV or online application form with a cover note if you wish. Or you can complete our application form at <https://www.countryschools.co.uk/files/ECS-employment-form.doc>
- If we are interested in employing you we will invite you for an online interview lasting about 30 minutes.
- If we wish to appoint you we will send you an email with further employment information and make you an offer of employment.
- If you accept our offer we will request further information such as your normal CV, copies of qualifications, identity document and referee details. We will send a Letter of Appointment setting out precise terms and conditions which you must sign and return within 5 days for the contract to take effect.

If we appoint you, we will do everything possible to ensure that your employment as a member of our team is professionally rewarding, enjoyable and worthwhile. At any stage if you have questions, please contact us.

Equal Opportunities Statement

In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets or is likely to meet the requirements of the programme or course or post. The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.