



## **ROSSALL SUMMER SCHOOL**

### **Residential and Activities Director**

#### ***The Summer School***

Rossall Summer School runs from 7<sup>th</sup> July 2012 until 1<sup>st</sup> September 2012 and embodies the same high standards as our year round programme. Students follow an intensive English language programme to develop the skills they need to communicate effectively.

This is complemented by a full recreational programme that includes a wide variety of activities and sports on the campus, as well as weekly excursions to different cities and attractions around England.

Our goal is to give students an educational, culturally-enriching and memorable summer experience in a safe and supervised setting.

#### **Residential and Activities Director**

**Responsible to:**            **The Bursar / Deputy Head**

**Responsible for:**        **Activities Leader(s), Activities Staff and residential Pastoral Staff**

The Residential and Activities Director will co-manage the Summer School, alongside the Academic Director, for all or part of the summer.

The Residential and Activities Director will be expected to visit the School before the start of the Summer School to familiarise themselves with the campus, the key people and the activities schedules.

The Residential and Activities Director will be expected to live on the campus, be hands on and become involved in the pastoral and welfare needs of the students in this truly international community.

#### **Main duties:**

The duties will include those of a 'Houseparent' in a boarding school. Specific duties include:

##### **Pastoral:**

- Meeting and welcoming pupils to Rossall.
- Allocation of pupil bedrooms and dealing with any queries.
- Liaison with parents.
- Producing and overseeing the overnight staff rota in the girls and boys houses. Ensuring there is sufficient cover on a nightly basis.
- Management of all staff who carry out pastoral duties (including EFL Teachers whilst assisting with activities, trips and overnight stays).
- Morning and evening roll calls.
- Carrying the Summer School mobile phone and dealing with any phone calls.

- Dealing with pupil behaviour issues and discipline, outside the classroom.
- Dealing with any accidents or emergencies.

Administration:

- Organising and managing transport including airport runs and trips, in liaison with the Summer School Secretary (Gill McGachie) and the manager of the School taxi company (Peter Hutton).
- Management of pupil pocket money

Activities:

- Management of the Activities Leader(s)
- Oversight of the activities programme, in liaison with the Activities Leader(s) and the Lettings Co-ordinator (Nicola Mason).

Academic:

- Close liaison with the Academic Director (Martin Gray)
- Deputising for the Academic Director in his absence (and vice versa).

Any other duties reasonably requested by the Bursar or the Deputy Head.

Days / hours of work:

It is envisaged that the Residential and Activities Director will arrange to take time off each week and make appropriate arrangements for cover by the Academic Director (who would cover for one day and night per week) and other members of the activities / pastoral team.

Rate of pay:

Circa £600 per week plus free meals and accommodation.

**Application Process**

To apply, please complete the application form on-line and forward to:

Ms Stephanie Jones  
Human Resources Officer  
Rossall School  
Broadway  
Fleetwood  
Lancashire  
FY7 8JW

Tel. 01253 774257

Email: [sr.jones@rossall.org.uk](mailto:sr.jones@rossall.org.uk)

Closing date: 16<sup>th</sup> December 2011

SJ 25/11/11