

Discovery Summer provides equal opportunities and is committed to the principle of equality regardless of age, marital status, being pregnant or on maternity leave, race (including colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation, or gender-reassignment. We apply employment policies and procedures which are fair, equitable and consistent with the skills and abilities of our employees, the needs of the business and the safeguarding of our students.

1. Safer recruitment

Any offer of employment will be on the condition that you: provide a clear and accurate model of the English language, are over 18 at the start of employment, have the right to work in the UK, are medically fit for the role, satisfy the employment checks, are not barred from working with children. It is a criminal offence for any person barred from working with children to attempt to apply for a position at Discovery Summer. For full details of our safeguarding policy, see <https://www.discoverysummer.com/safeguarding-policy/>

2. Eligibility

Applications can only be considered for those who are eligible to work in the UK at the time of employment. Regretfully, due to the short-term nature of the roles, we are unable to sponsor work visa applications.

3. The recruitment process

- a. Visit our website, complete our [online application form](#) and upload an up-to-date CV.
- b. If your application is shortlisted, you'll be asked to complete a **recruitment test** (if required for the role) or invited for an interview.
- c. **Interviews** are carried out on Zoom or face-to-face, depending on where you live, and the post applied for. At the interview, all gaps in your CV must be explained satisfactorily. As the posts involve close contact with children, your commitment to safeguarding children will be discussed.
- d. Depending on the role (e.g. senior management), you may be called for a second interview.
- e. We take up **at least two references** from previous employers/course tutors. Referee contact details should be from professional or institutional emails (e.g. not Gmail). We have the right to request additional references.
- f. We ask referees if there is **any reason why you should not be engaged in situations where you have responsibility for or substantial access to persons under 18**. Any offer of employment may be withdrawn if, at any time, references are not received, are inadequate or it subsequently becomes apparent that you have either knowingly withheld information or have provided misleading or false information.
- g. If you are offered a role, we will assist you and pay for an **Enhanced DBS check**. If you have lived abroad in the last 5 years you will also be asked to provide a criminal check from that country. If you have lived in more than 1 country, you may be asked to provide checks from each country.
- h. Checks against the 'Prohibited List' (if applicable) will also be made.
- i. Candidates will not be able to start until we have seen original identity documentation, proof of qualifications, and safer recruitment checks have been carried out satisfactorily.

If your application is successful, Discovery Summer will retain your application documents in your staff folder. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed no more than 12 months after the date you are notified of the outcome. More info at: www.discoverysummer.com/privacy-policy/#staff

4. Pay and working hours

- a. Salaries vary depending on qualifications and experience.
- b. All staff are paid **statutory holiday pay, calculated at 12.07% of gross pay.**
- c. **Returning staff receive a higher weekly/hourly pay rate than those listed here.**
- d. **Members of the senior management team** are eligible for a discretionary performance bonus.
- e. **Residential staff** work 6 days a week with one 24-hour period of paid time off each week and receive board and lodging at our schools worth **£77.70 per week.**
- f. **Non-residential staff at Collingham and Marymount** work Monday to Friday. Hours vary depending on the centre and job role and are detailed in the Job Descriptions.
- g. If you are offered a contract which is shorter than the course itself, you may be offered a contract extension depending on your performance and the student numbers.

5. Residential Course Centres (free accommodation provided)

Course Centre	Dates
Benenden School, Kent, TN17 4AA English Plus+ 8-12 years, 13-16 years discoverysummer.com/benenden/	Staff Induction: Wed 8 – Thurs 9 July Course dates: Fri 10 July – Fri 7 Aug Staff depart: Sat 8 Aug Contract length: 2, 3 or 4 weeks
Marymount International School, Kingston-upon-Thames, KT2 7PE English Plus+ 8-13 years discoverysummer.com/marymount/marymount-residential/	Staff induction: Fri 17 July Dates: Sat 18 July – Sat 1 Aug Staff depart: Sun 2 Aug Contract length: 2 weeks
Shrewsbury School, Shropshire, SY3 7BA English/Coding & Tech/Sports Academy 11-16 years discoverysummer.com/shrewsbury	Staff Induction: Mon 29 June - Tues 30 June Dates: Wed 1 July - Wed 29 July Staff depart: Thursday 30 July Contract length: 2,3 or 4 weeks
Winchester College, Hampshire, SO23 9NA Courses: Global Young Leaders/English Plus+ (13-16 years), Pre-University (15-17 years) discoverysummer.com/winchester	Staff induction: Wed 1 July - Thurs 2 July Dates: Fri 3 July - Fri 31 July Staff depart: Sat 1 Aug Contract length: 2,3 or 4 weeks

6. London Centres (no accommodation provided)

Course Centre	Dates
Collingham , Kensington, London SW5 0HL 5-17 years + adults discoverysummer.com/collingham	Staff induction: Sat 20 June Dates: Mon 22 June – Fri 7 Aug Contract length: up to 7 weeks
Marymount International School , Kingston-upon-Thames, KT2 7PE 8-13 years discoverysummer.com/marymount/marymount-day/	Staff induction: Fri 26 – Sat 27 June Dates: Mon 29 June – Fri 31 July Contract length: up to 5 weeks

7. Residential positions

Job title	Brief person specification/responsibilities	Salary (gross)	
Course Director	Proven leadership, team management, organisation, and IT skills. Experience of working on a residential course + experience with young learners/teens is essential. This is a role that requires a high standard of professionalism and commitment.	Up to £1282 per week (£948 + 12.07% holiday pay +contract completion bonus of £220/wk) £455 for pre-course work + discretionary performance bonus	
Director of Studies	TEFLQ: Dip TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). Min 3 years' EFL teaching exp. Ability to lead and manage a diverse team of teachers and deliver a stimulating and varied academic programme.	£950 per week (£848 + 12.07% holiday pay) £320 for pre-course work + discretionary performance bonus	
Social Director	Strong leadership, organisational, interpersonal and problem-solving skills required to lead a team of Activity Leaders and implement a fun, balanced and varied social programme. Experience of planning and overseeing activities and in supervising children/teenagers.	£880 per week (£786 + 12.07% holiday pay) £320 for pre-course work + discretionary performance bonus	
Administrator	Demonstrable admin, organisational, numerical, inter-personal and customer care skills. Pastoral/welfare experience + first aid qualification desirable.	£768 per week (£685 + 12.07% holiday pay) £165 for pre-course work + discretionary performance bonus	
Activity Leader	Confident in leading groups of children/teenagers. Able to plan and lead a variety of activities and entertainments e.g. art, drama, sport, baking, talent shows, fun competitions	18-20 years	£582 (£519+12.07% holiday pay)
		21+ years	£718 (£641 + 12.07% holiday pay)

House Parent	Previous pastoral experience working with children/teenagers is essential.	18-20 years	£615 (£549 + 12.07% holiday pay)
	Demonstrable inter-personal and customer care skills. Genuinely enjoys working with children/teenagers in a pastoral capacity.	21+ years	£730 (£651 + 12.07% holiday pay)

Job title	Brief person specification/ responsibilities	EFL teaching	Band	Gross salary/per week
Teacher (EFL)	First degree (preferable) + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is preferred. Enhanced support/training in place for successful candidates who do not hold a TEFL qualification. Candidates will be committed to planning and teaching engaging communicative EFL lessons as well as taking part in the wider programme. 20 contact hours per week + planning, administrative duties, meetings and pastoral duties	DELTA etc + 5 years	1	£820 (£732 + 12.07% holiday pay)
		5 years	2	£807 (£720 + 12.07% holiday pay)
		3 years	3	£794 (£709 + 12.07% holiday pay)
		1 year	4	£761 (£679 + 12.07% holiday pay)
		Less than 1 year	5	£740 (£660 + 12.07% holiday pay)
Subject Teachers	Degree + appropriate PGCE and/or CELTA/Trinity is preferred. Candidates will be committed to planning and teaching interactive classes. Enhanced support/training including pre-employment is in place for successful candidates who do not hold a teaching qualification. Winchester – Global Young Leaders Young Entrepreneur, STEM, Presentation Skills Winchester – Pre-University Artificial Intelligence, Business, Drama, Economics, Engineering, Film Making, IELTS Preparation, International Relations 20-22.5 contact hours per week + planning, administrative duties, meetings and pastoral duties			£820 (£732 + 12.07% holiday pay)

8. Non-residential positions – Collingham or Marymount only

Job Title	Brief person specification/ responsibilities	EFL Teaching	Band	Pay rate (gross)
EFL teacher	First degree (preferable) + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification is preferred. Enhanced support/training in place for successful candidates who do not hold a teaching qualification. Candidates will be committed to planning and teaching engaging communicative EFL lessons. Mon-Fri. 17.5-35 hours/week	DELTA etc + 5 years	1	£27.08 + holiday pay £3.27 per hour
		5 years	2	£24.37 + holiday pay £2.94 per hour
		3 years	3	£23.04 + holiday pay £2.78 per hour
		1 year	4	£21.66 + holiday pay £2.61 per hour
		Less than 1 year	5	£20.91 + holiday pay £2.52 per hour

Job Title	Brief person specification/ responsibilities	Age	Gross salary per week	Overtime (max 15 hours per week)
Centre Assistant (Collingham)	Experience with children + customer service + administrative skills + ability to supervise students during breaks, activities and off-site trips. Good knowledge of London tourist destinations is an advantage. Mon-Fri. 25.5 hours per week	18-20 years	£316 (£282 + 12.07% holiday pay)	£11.06 + holiday pay £1.33 per hour
		21+ years	£396 (£353 + 12.07% holiday pay)	£13.85 + holiday pay £1.67 per hour

Job Title	Brief person specification/ responsibilities	Age	Gross salary per week
Activity Leader/Bus Rep (Marymount)	Experience with children + customer service + able to plan and lead activities e.g. sports, art, drama, baking, competitions, nature walks Mon-Fri. 45 hours per week	18-20 years	£558 (£498 + 12.07% holiday pay)
		21+ years	£698 (£623 + 12.07% holiday pay)

9. Casual work

Job Title	Brief person specification/responsibilities	Pay rate (gross)
Airport Reps Heathrow or Gatwick	Wed, Fri, Sat from 3 July – 7 August Meeting and greeting students (8-17 years) on arrival and checking them in on departure. Good customer service skills, well-organised and friendly. You <u>must</u> be able to get to Heathrow, Gatwick and St Pancras easily by public transport.	£13.85 + holiday pay £1.67 per hour + certain expenses

10. Any Questions?

Please read the full job descriptions at www.discoverysummer.com/employment/

Contact: Prem Sourek (Academic Consultant) or Mary Shipley (Manager)

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