



Job Description

Marymount

Activity Leader/Coach Rep



1. About Us

Discovery Summer is an independent, family-owned company with over **20 years' experience** providing short summer courses in the UK for **international children, teenagers and adults**.

In our 2023 British Council inspection, we were awarded 12 strengths.

We give our students lots of opportunities to learn new skills, try new activities and build confidence in English whilst getting to know Britain and our culture.

Many of our **staff come back year after year - 70% in 2025** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

2. Job Overview

Reporting to: Centre Manager/DOS

You will be responsible for **meeting and greeting** students (8-13 years) and their parents at the coach pick up point in Kensington each morning, **supervising** students on the coach to/from Marymount and ensuring students are **collected by their parents** at the drop off point at the end of the day.

At Marymount, you will be responsible for **planning** and confidently **leading** a wide range of activities including arts & crafts, sports, dance, drama, baking and team challenges. We are looking for people with strong **leadership skills** to ensure high levels of **care** and supervision. You will supervise students on one **walk to Richmond Park** per week and assist with other duties as required.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with children and teenagers to ensure they have an unforgettable learning experience.

What we are looking for

Legal:

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- First aid qualification (Discovery Summer will pay for a 1-day course if necessary)

You need to be able to:

- Provide a clear and accurate model of the English language
- Work well with other team members in a fast-paced environment
- Confidently interact with people of different ages and cultural backgrounds.
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Experience working with children/teenagers
- Experience playing and/or coaching a variety of sports (e.g. football, volleyball, tennis, badminton)
- Experience planning and leading e.g. arts & crafts, baking, dance, team building games
- Customer service experience
- Good knowledge of Google Suite and Microsoft Office
- Some experience of taking photos/videos for publicity purposes and writing blog posts (desirable)

We love working with people who are:

- Expert communicators and team players
- Genuinely motivated to work with young people
- Comfortable working in a fast-paced, intensive environment
- Comfortable working with online and digital systems
- Highly professional, keen to learn new skills
- Creative, energetic, and fun

3. All Discovery Summer staff must:

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English Student Hosts, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbook regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke/vape in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

4. Marymount Day Programme



Marymount International School, Kingston-upon-Thames, KT2 7PE
(Coach pick up near Gloucester Road Underground Station,
Kensington, central London)

Course: English Plus+ 8-13 years

Dates: Mondays to Fridays. 29 June – 31 July

Staff induction: Thurs 25, Friday 26 June

Contract length: 5 weeks

Hours: Arrive at the coach pick up point by 08:15 and leave once all students have been collected (approx. 17:15)

5. Salary, benefits and working conditions

Age	42.5 hours/week Gross salary per week	Overtime
18-20 years	£527 (£470 + 12.07% holiday pay)	£11.06 + statutory holiday pay £1.33 per hour
21+ years	£660 (£589 + 12.07% holiday pay)	£13.85 + statutory holiday pay £1.67 per hour



- 1.5 day induction, paid pro rata
- 1 day First Aid training is offered (subject to availability) + additional one-off payment: **£89**
- Work as a part of a strong team, gain experience working with international students, develop new skills
- Opportunities for professional development, e.g. performance review, shadowing

6. Your role and responsibilities

Pre-course preparation

- Read the Staff Handbook and raise any queries you may have with your line manager
- Attend the course induction and help set up the centre

Coach rep duties

- Provide a friendly and professional meet and greet service at the pick-up/drop off point
- Supervise students on the way to/from the school; at all times ensuring good behaviour
- Ensure all students are supervised until collected by their parents from the drop off point at the end of the day

Social programme duties

- Plan and confidently lead structured afternoon sessions for groups of up to 15 international students e.g. arts & crafts, badminton, baking, dance, dodgeball, drama, football, movie making, rounders, singing
- Plan and lead students on weekly walks to Richmond Park
- There will be opportunities for you to develop new skills

General duties

- Supervise students at break-times and ensure spaces are kept clean and tidy
- Run the Tuck Shop
- Assist teachers during morning classes if necessary
- Take photos/videos update the blog (in conjunction with the Centre Manager/DOS)
- Assist other staff with e.g. show new students to their classroom, update noticeboards, help prepare end of course certificates, assist with end of week presentations

Other duties

- Act as a nominated first aider (if qualified)
- Give timely, constructive feedback to your line manager
- Ensure the **safeguarding and welfare** of students at all times
- Follow the safeguarding guidelines, log and report details of any behaviour, welfare or safeguarding issues as directed
- Help pack up the course centre as required
- Carry out any other reasonable duties

7. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2026 online application form](#)
- Contact **Prem Sourek** with any questions prem@discoverysummer.com