



Oxford  
Scholastica  
ACADEMY

# ACTIVITIES COORDINATOR

Job Description



# HELLO!

Are you looking to make an impact and stretch your skills this summer? If so, read on, because the Oxford Scholastica Academy is not just any old summer school.

We're an education company on a mission: to give students the edge to help them succeed, find their purpose and make a difference in the world.

We're striving for a world in which young people go on to do things which maximise their potential, are socially impactful and make them happy.

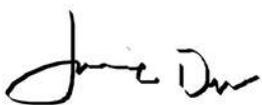
We help to do this by running summer programmes for bright 12-18 year olds from around the world, giving them greater awareness of the range of academic and career possibilities that exist, and greater certainty over the future direction they wish to pursue. We run summer courses in Oxford and online, as well as online Internships and our ongoing mentorship programme, OxBright, throughout the year.

At the summer school, we aim to transform our students' ambitions and their thinking in just two weeks. For our students Oxford Scholastica Academy is not just a summer school; it's the most memorable summer of their lives.

(It's also one of the most impactful summers for our staff. Team members regularly return to OSA each summer, and many continue with us - we currently have representatives from summers 2015, 2016 and 2019 on the year-round team).

If this sounds like something you are passionate about too, we'd welcome an application from you. Read on further for more information, or please feel free to contact us if you have any questions.

Best wishes,



Jamie and Sophie Dear (Founders)

## OUR VISION

A world in which young people go on to do things which maximise their potential, are socially impactful and make them happy.

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## OUR MISSION

To give students the edge to help them succeed, find their purpose and make a difference in the world.

We do this by running:

- A residential summer school in Oxford
  - Online Courses
  - Online Internships
  - OxBright, our year-round mentoring programme
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## OUR LEARNING PHILOSOPHY

All our teaching curricula are grounded in our learning philosophy, in which students:

**LEARN | SEE | DO**

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## OUR VALUES

Oxford Scholastica, our staff, tutors and everything we do is:

**INSPIRATIONAL | CARING | RELIABLE**



# OXFORD SCHOLASTICA ACADEMY

## ACTIVITIES COORDINATOR

### JOB DESCRIPTION

Looking to make an impact and stretch your skills this summer? Our Activities Coordinators support, engage and inspire our students, ensuring they are having fun, are happy, and having the summer of their lives at OSA.



#### Who we are looking for:

Oxford Scholastica students are divided into different houses, each with one Head of House and a number of Activities Coordinators.

Our Activities Coordinators play a key role in ensuring that the students on the Oxford Scholastica Academy enjoy themselves and are well looked after. They will help to meet and greet students and parents on the first day of the summer school, supporting them to settle into the accommodation and to make friends as early on as possible. Throughout the summer school they will answer student questions and be friendly and helpful towards all students.

The Activities Coordinators have an important role in identifying issues students may be having (e.g. pastoral or academic problems) and supporting students through this where appropriate, or signposting them to the year-round team where necessary. Activities Coordinators also play an important part in supporting on matters of student discipline, helping to uphold the organisation's Discipline Policy where required.

Activities Coordinators help with the general day-to-day running of the summer school, including helping with breakfast and meals, ensuring students get to classes on time, supporting the running of afternoon activities, accompanying the students on trips and leading on the creation and delivery of evening activities. Activities Coordinators will also support with aspects of our marketing projects, which could include taking photos, making videos, writing blog posts and more.

Activities Coordinators also have an important role to play in helping to inspire the students to think about their futures. Students will see Activities Coordinators as role models, and Activities Coordinators should be keen to share their university and professional experiences for students to tap.

Activities Coordinators should be lively and outgoing, interested in people and keen to support young people to enjoy themselves during their time in Oxford. Experience of working with children is particularly helpful in this role.

Each of our three Houses will have a team of three or four Activities Coordinators led by a Head of House. They will be managed by our Co-Director Lavinia, and will be part of a wider team including Sophie, our Head of Content, Ameya, our Head of Academics, and Steph, our Sales & Student Experience Executive, as well as our other Co-Director Jamie.

If you enjoy your time at Oxford Scholastica, there will be future opportunities to get involved after the summer school ends. Our Activities Coordinators often return the following summer in a more senior role, or go on to join the year-round team.

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## EMPLOYMENT DATES

Training will take place on Saturday 2nd July 2022. You will also have a half-day of online training to complete before the summer school, which can be completed at your convenience.

We need all our staff to have an Emergency First Aid at Work certificate and to undergo Safeguarding training. If you don't have a First Aid certificate, we will schedule a First Aid training session before the summer and will cover the cost of this training for you (if you are unable to attend this session, we'll ask you to undertake a certified Emergency First Aid at Work training course elsewhere but we won't be able to cover the cost). We will cover the cost of your online safeguarding training course.

After that, employment dates will be Friday 1st July to Saturday 13th August 2022 (six weeks).

## SALARY

£25,000 pro rata

Please note, the role requires working 6 days out of 7 each week, but this does not operate on the basis of a traditional working week (i.e. your days off in a given week might be a Tuesday).

Accommodation is not provided, but if you need a place to stay we can recommend where to look, and can put you in touch with others who are also looking if that would be helpful.

# PERSON SPECIFICATION

## EXPERIENCE

Essential:

- Experience of running events/activities for groups
- Experience of working with children

Desirable:

- Experience of project management
- Experience of delivering excellent customer service

## QUALIFICATIONS

Essential:

- Educated to degree level or equivalent, or currently studying for a degree or equivalent
- First aid qualification (see above)
- Safeguarding training (see above)

## SKILLS

Essential:

- Excellent communication skills
- Confidence and good presentation skills, being happy to talk to large numbers of students
- Event management skills
- Good administrative skills, with strong attention to detail

Desirable:

- Knowledge of how to use social media (blogs, Facebook, Twitter, Instagram) or making short videos

## KNOWLEDGE

Essential:

- Working knowledge of Oxford, the city, culture, attractions and the university

Desirable:

- A thorough knowledge of Oxford so that you can guide students effectively



## DISPOSITION

Essential:

- Very reliable and conscientious
- Creative, with the willingness to think outside the box, implement new ideas and deal with difficult situations and students when they arise
- Of responsible disposition, dedicated, organised, able to prioritise own work and have a professional attitude
- Self-motivated and able to take further responsibility where appropriate
- Approachable, responsive and helpful manner
- Keen to support young people with a caring personality
- Of friendly nature, with a sense of humour!
- Able to portray a positive image as the public face of Oxford Scholastica to students and parents
- Able to work under pressure
- Lively and outgoing
- Flexible and capable of using initiative, tact and discretion
- Able to work well under leadership and in a team

Please note, the Oxford Scholastica Academy is committed to safeguarding its students, and all our staff play a key role in this. As a result, appointments will be subject to reference and a successfully completed enhanced DBS check.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties and/or hours of work as may reasonably be required, including evenings and weekends during the summer school.



Some of the summer team at the Oxford Scholastica Ball on the River Thames

**91%**

had one of the most memorable summers of their life

**91%**

of students agreed that Oxford Scholastica met or exceeded their expectations

**98%**

of students rated the teaching received as good or excellent

**94%**

of parents would recommend us to a friend

**92%**

of students said OSA introduced them to new things and broadened their horizons in 2021

**OUR IMPACT IN 2021**

# NEXT STEPS

To apply for the role, please go to:

[www.oxfordscholastica.com/about-us/careers](http://www.oxfordscholastica.com/about-us/careers)

If you have any questions, please contact Lavinia at  
**community@oxfordscholastica.com**

Many thanks for reading,

The Oxford Scholastica Academy Team



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ACADEMY

