



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.

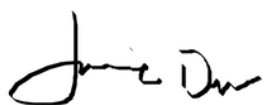
We help to do this by running summer programmes for bright 12-18 year olds from around the world, giving them greater awareness of the range of academic and career possibilities that exist, and greater certainty over the future direction they wish to pursue. We run summer courses in Oxford and online, as well as online internships and conferences 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, 2019 and 2022 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 Dear, Sophie Dear and Lavinia Abell  
Co-Directors

# Our Worldview

## **What a time to be alive.**

Never before have there been so many possibilities in a young person's life. Technological, medical, financial, social and political advances have transformed what a student can do and achieve.

However, teenagers experience an education system built for a previous century, and a society in which success is defined in narrow and short-term ways.

They live on a planet which is being destroyed rather than stewarded and inhabit a culture which increasingly values division over community.

Whilst technology has brought great benefits, they experience the dark side of social media communication and "comparison culture", which has contributed to a mental health epidemic amongst young people.

Many students feel current pressure to achieve, to be perfect, to get into competitive universities, but there is also future pressure – our students experience greater uncertainty about their future than their parents' generation.

Oxford Scholastica gives students the tools, knowledge and confidence to thrive in this ever-changing, uncertain environment.

We exist to help young people make the most of the positive changes in the world, rather than feeling constrained by them.

## **We believe:**



### **Active thinking is more valuable than passive thinking**

We believe we should all have a bias towards agency of thought and action. This mindset opens up the potential for great possibilities and greater fulfilment, unencumbered by the expectations of others.

### **Collaboration for the good of the community is more valuable than independent progress**

We believe a greater purpose exists than purely fulfilling our own needs. We believe agency should be channelled in a positive way for the benefit of others and we believe that, by coming together as a community, more things become possible.

### **Long-term thinking is more valuable than short-term thinking**

We believe that when you think and plan for the long-term, you achieve more for yourself and for others.

We believe this belief system can be universally attainable for students regardless of background, nationality, gender, race, income etc.

Oxford Scholastica inspires and empowers young people to think for themselves and equips them with the skills to make positive change, enabling them to make informed choices about their future, as well as the futures of other people and the world.

By helping them to open their minds, find community, be inspired, and learn about what really interests them academically and matters to them personally, our programmes leave students more confident and more likely to achieve their goals. We alleviate the stress that external pressure and uncertainty cause.

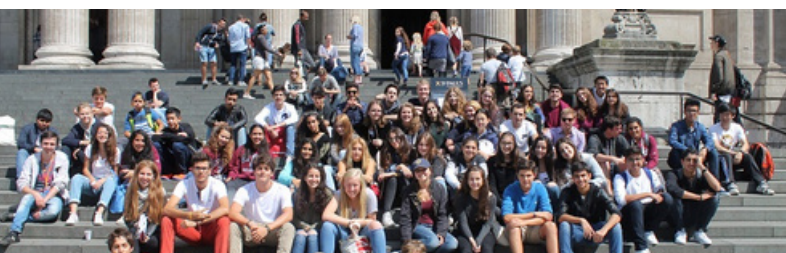
In other words, we exist to change young people's futures and, in doing so, to change the world in a positive way.



# ACTIVITIES COORDINATOR JOB DESCRIPTION

Are you 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 are having the summer of their lives at OSA. The role of Activities Coordinator represents a unique chance to work in a fast-paced team, build your skills and make a real impact.



## THE ROLE

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 Houses will have a team of three to five Activities Coordinators led by a Head of House. They will be managed by Izzy, our Programme Manager, and will be part of a wider team including Sophie, our Head of Content, Ameya, our Head of Education, and Steph, our Head of Sales & Student Experience, as well as our Co-Directors Jamie and Lavinia.

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 & SALARY

Please see <https://www.oxfordscholastica.com/about-us/careers/> for details of the dates and salary.

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 day off in a given week might be a Tuesday).

Accommodation is not provided, but we can offer support and advice about places to look for accommodation if that would be helpful.



# PERSON SPECIFICATION

## EXPERIENCE

Essential:

- Experience of running events/activities for groups
- Experience of working with children
- Experience of leading a team
- Experience of a position of responsibility

Desirable:

- Experience of project management
- Experience of managing people
- Experience of handling clients and 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

## 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 while maintaining a positive attitude
- Lively and outgoing
- Flexible and capable of using initiative, tact and discretion
- Able to work well under leadership and in a team
- Able to work well with others from different cultural or political backgrounds

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





Oxford Scholastica is an experience like no other. In a sense, I was able to discover parts of myself with the help of my peers, tutors, and staff. Not only this, but getting to explore Oxford with friends, and discover the hidden gems that can be found was one of the best experiences of my life. I will never forget the experience I had. I still wear my wristband all the time, and I will never take it off.

*Kendall Smith, USA*



**92%**

had one of the most  
memorable summers of  
their life

**91%**

of students agreed that  
Oxford Scholastica met or  
exceeded their expectations

**97%**

of students rated the  
teaching received as good  
or excellent

**94%**

of parents would  
recommend us to a  
friend

**91%**

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

OUR IMPACT





Oxford  
Scholastica  
ACADEMY

# 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 Izzy at  
**[izzy@oxfordscholastica.com](mailto:izzy@oxfordscholastica.com)**

Many thanks for reading,

The Oxford Scholastica Academy Team

