

Support Roles (SKOLA Leaders)



If you are interested and meet our requirements, email your CV, the role you are interested in, available dates and a cover letter to recruitment@skola.co.uk

Note: we cannot provide work VISAs. You must have the right to work in the UK.

SKOLA English in London is committed to safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to SKOLA English in London.

SKOLA Leaders: these are individuals who support the running of the summer school. The role is divided in four different positions:



Course Assistants

SKOLA Gloucester Gate or SKOLA Regents Park

Providing administrative assistance to course directors. This is a logistical role which ensures the smooth running of the course. This includes signing-in and signing-out of students, supervision of lunch and break-times.

Discover London Teaching Assistant

SKOLA Gloucester Gate

Discover London teaching assistants support teachers in our young learners' school. Students here are aged between 5 and 9 years old. This is perfect for anyone interested in a future career in teaching.

Activity Assistants

SKOLA Gloucester Gate or SKOLA Regents Park

Activity Assistants support our afternoon activities. For example, the school excursions, trips to the park, and helping the sports team. You could also lead your own activities, if you have an interest in reading, art, music, or something else!

Summer Management

SKOLA Gloucester Gate or SKOLA Regents Park

Our Summer Management roles are a great way to develop your operational and managerial skills. You will lead a team of SKOLA leaders or teachers, and ensure our students receive a high level of customer service. Available roles include Centre Manager, Academic Manager, and Activities Manager. Candidates must have previous management experience and be ready for an exciting challenge.

Job Description

Job	Non-Teaching Support Role (SKOLA Leaders). Full and part-time available.
Location	SKOLA Regents Park (Regents University) or SKOLA Gloucester Gate
Dates	17 th of June until the 31 st of August 2024.



Salary	£500 - £700 per week. Plus holiday pay and free lunch.
Induction	One full Saturday before the course date and online training.
Contract	2 to 11-week contract. Your normal working hours are 0830 to 1700 (for full time roles). Some afternoons for training and meetings.
Reporting to	The principal/ centre manager/ line-manager
Purpose of the job	To support the running of the summer school.

The role of SKOLA Leader is one of high responsibility directly concerned with the education and welfare of our students. The ideal SKOLA Leader will be energetic, outgoing with a high level of responsibility and authority with a positive ‘can-do’ approach to work. As an SKOLA Leader you should be able to demonstrate willingness, flexibility, and adaptability to changing priorities. We expect all our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our language course.

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Training, health and Safety and Safeguarding

- To attend an induction period prior to the start-date; and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role (If your contract starts later than the above dates you will be expected to complete your induction online)
- Complete all staff training before your start date
- Take part in all Health and Safety related training
- Take part in all Safeguarding and PREVENT training.

Afternoon Responsibilities



- To actively participate in excursions and activity sessions both on and off site as required.
- To actively encourage students to take part in the non-classroom programme.
- To accompany, lead and supervise students on excursions to a variety of locations.
- To organise, lead and supervise engaging and safe activities for the students.
- To ensure that all aspects of the programme run smoothly and safely.
- To report any issues to the Centre Manager, Principal, DoS or line-manager.

Pastoral Responsibilities

- To assist with pastoral duties as requested by the Centre Manager, Principal, DoS or line-manager.
- To carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.
- To consistently ensure the welfare and safeguarding of our students remains paramount.
- To be fully engaged in the nature of the programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness, or any activity which could cause harm.
- To ensure proper discipline is maintained throughout the duration of the centre. Following the school's behavioural management policy and methods.
- To address any student, International Group Leader or host centre representative issues, complaints, or suggestions by ensuring that the relevant members of staff are made aware.
- To act in a seemly and professional manner with all SKOLAs agents, clients, the host centre, and staff, and not to engage in any activity which may bring SKOLA or the host centre into disrepute.
- To assist all students to derive the maximum benefit from the course.
- To protect the property and equipment belonging to SKOLA and the host centre, maintaining security and avoiding loss and/or damages in the schools.
- To dress in a manner commensurate with the role demanded of the position, to wear the SKOLA uniform. Any uniform supplied by SKOLA is to be returned at the end of employment.



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- To read and be fully conversant with all documentation, policies and procedures relating to roles prior to the start of employment.
- To carry out any other duties as may be reasonably assigned by the Central Manager, Principal or DoS.



Qualifications, Education and Training	Essential	Desirable
Educated to at least GCSE-level	x	
Proficient speaker of English (IELTS 7.5).	x	
Experience, Skills and Knowledge		
Previous experience working with children and teenagers		x
Similar summer school experience		x
Experience of working with international students		x
Working with mixed nationality students		x
Personal Qualities		
Good customer service		x
Ability to work flexibly and as part of a team	x	
Ability to work under pressure and to deadlines	x	
Excellent time management and organisation skills	x	
Good IT skills	x	
Willingness to learn and use strategies for behavioural management	x	
A 'can do' approach to work	x	
Commitment to learning	x	
Ability to speak other languages		x
Special Requirements		
Satisfactory DBS check/ Police Check.	x	
First Aid qualified		x
Child protection training		x



APPLYING

Please send your CV and covering letter to the email address below:

jobs@skola.co.uk. In your covering letter, please state which position you are applying for and the dates you are available to work.

Interviews

Interviews will take place in person in central London, or online via Google Meets.