

SEVENOAKS SCHOOL  
SUMMER PROGRAMMES

# ACTIVITY LEADER

30 JUNE - 31 JULY 2025







## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.





## SUMMER PROGRAMMES

Sevenoaks School Summer Programmes are two-week academic enrichment courses for ambitious international students aged 11-16. Students

can choose either The Summer Programme, our English Language Course or the Music Programme. The Summer Programme includes four ten-hour modules on Critical Thinking, Social Leadership, Creativity and Digital Skills. These modules are all integral to the academic life of any Sevenoaks pupil, so international students will leave The Summer Programme with a real indication of Sevenoaks School academics. The English Language Course is aimed at students looking to improve their English during the summer holidays. The Music Programme is designed to teach musicians the skills sought after in UK music scholars.

The sessions run for 2 x 2 week periods, however applicants can apply to work for either 2 weeks or 4 weeks:

Session One: Wednesday 2 – Wednesday 16 July 2025.

Session Two: Thursday 17 - Thursday 31 July 2025.

Compulsory training days and set up will take place on 30 June and 1 July 2025.

## THE ROLE

Activity Leaders will lead groups of students and help supervise multiple activities, both sporting and creative. They will also be responsible for supervising students on excursions and

evening social activities. Activity Leaders may also be required to assist with student arrivals and departures, accompanying students to and from airports. The position is offered as a casual contract. Although applicants who have full availability throughout this period may be prioritised, applicants who can only work one session will also be considered.

## RESPONSIBILITIES AND MAIN DUTIES

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for individuals who are adaptable, flexible and willing to carry out a wide range of duties required to make a success of this role.

- Attend compulsory training days on 30 June and 1 July.
- Attend our First Aid course on 27 June if not already qualified.
- Provide a competent and professional meet and greet service at airports for arrival and departure days in a warm, positive and flexible manner.
- Orientate and help new students as required.
- Prepare and lead activities, producing session plans for each activity.
- Provide coaching to an appropriate level in any specialised field in which the Activity Leader is suitably qualified (be it sport or the arts).





- Read and understand the risk assessment for each activity/excursion to ensure student safety at all times.
- Accompany and supervise groups of students on excursions, ensuring student enjoyment and wellbeing.
- Engage and integrate the Sevenoaks students and International students throughout the co-curricular programme.
- Be aware of, monitor and manage student conduct and behaviour to promote a harmonious international community to ensure students enjoy and get the most out of each activity/excursion.
- Plan and supervise an exciting and varied evening activity programme.
- Plan activities for and assist with welcomes on arrival day and the student induction and team building activities on the arrival evenings.
- Complete attendance registers for each activity.
- Attend daily team meetings and additional activity and excursion briefings where necessary.
- Actively manage, supervise and engage with students during meal times in order to ensure a calm and pleasant dining experience for all.
- Carry out the duties and responsibilities of the post in accordance with the School's relevant policies including Code of Conduct and Health and Safety.
- Ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality

service provision.

## PERSON SPECIFICATION

### GENERAL

- Passionate about developing young people.
- Excellent communication and interpersonal skills (both written and verbal).
- Excellent time management and organisational skills.
- Hard-working and able to work under pressure, individually and as part of a team.
- Reliable, enthusiastic and able to work unsupervised.
- Good humoured with the desire to achieve the highest standards.
- Flexible and adaptable to changing circumstances and requirements.
- Proactive and self-motivated with a "can do" attitude.
- Excellent social skills.
- Ability to demonstrate an international outlook.
- Energetic, fun and creative.
- A student centred outlook and ability to communicate effectively with young people.

### ESSENTIAL

- Ability to create, lead, supervise and engage with young learners in a safe and fun learning environment.
- Able to lead or support an activity within sports or the arts.



- Fluency in spoken and written English.
- Experience in working with young people.
- A good understanding of Health and Safety and Safeguarding issues.

## DESIRABLE

Currently studying in Higher Education.

Previous experience of teaching/coaching in an international summer school, activity camp or similar context.

A sports and/or coaching qualification (e.g. QTS in Sports or PE) or equivalent in Drama and Performing Arts.

Experience in leading art-based activities.

First Aid Certificate.

National Pool Lifeguard Qualification (NPLQ).

## HOURS

The Activity Leader will be required to work 6 days per week (except excursion days which are 08:00 – 19:00.)

Please see our timetable at <https://www.sevenoaksummerprogramme.co.uk/welcome/your-stay/>

For the most part, Sunday will be the day off but this may not always be the case. Activity Leaders will be required to work Saturdays and evenings. This position requires Activity Leaders to work as necessary for the proper performance of your professional duties.

## SALARY

The salary for this post will be £1,418 per two-week session including holiday pay.

## BENEFITS

- Access to the school's fitness centre
- Meals
- Free parking

## CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.





## HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## APPLICATION

If you wish to be considered for this role, please complete the online application form at <https://www.sevenoakssummerprogramme.co.uk/repository/activity-leader-application-form/>

The closing date for applications is Wednesday, 15 January 2025 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Holiday Programmes Office at [sssprecruitment@sevenoaksschool.org](mailto:sssprecruitment@sevenoaksschool.org) or by telephone on 01732 467716 if you have any questions about a completed application.