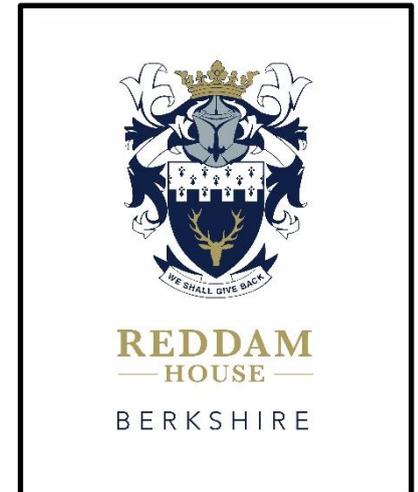


## Job Description

### SUMMER CAMP DIRECTOR

#### Reddam House Berkshire

<b>Line Manager/Reporting into:</b>	Principal and Inspired Camps Coordinator
<b>Contract Type:</b>	Fixed Term until August 2022, with the possibility of role being permanent Part Time (0.4 FTE / 40%) time commitment will vary each month
<b>Annualised Working Hours:</b>	8 hours per day actual working hours will vary by month
<b>Salary Range:</b>	£15,000 - £20,000 (FTE £37,500 - £50,000)
<b>Closing Date for Applications:</b>	9am on 17 January 2022
<b>Start Date:</b>	As soon as possible



**Reddam House Berkshire** is seeking to appoint a **Summer Camp Director** to join us on a part-time contract from January to August 2022. The time commitment will vary each month due to demand of role, and the successful candidate will be required to work one day per week in January (20%), two days per week in February – April (40%), three days per week in May (60%), four days per week in June (80%) and five days per week in July and August (100%).

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

## OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 600 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

[www.reddamhouse.org.uk](http://www.reddamhouse.org.uk)

## WHY APPLY

### **“Be at the forefront of International Education”**

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The opportunity to add real value from day one;
- Strong growth opportunities;
- Being part of a global professional community;
- A collaborative team and environment;
- A culture of excellence;
- A rapidly growing business;
- The opportunity to be at leading edge of educational development practice;
- Competitive package;
- Flexible work timetable;
- Free delicious lunch;
- School's pension scheme, as well as a death in service benefit;
- On-site parking.

## ROLE SUMMARY & JOB PURPOSE

Reddam House Berkshire are looking for an enthusiastic and dynamic Summer Camp Director who will plan, coordinate, and oversee the overall camp programme. This is an exciting new role for someone to develop and nurture a new product that will be sustainable for years to come. They are responsible for the overall running and organisation of the summer camp from collecting enrolments, speaking to parents, activity planning and staff hire. The successful candidate will be able to work independently with support from the Inspired Camps Coordinator and Principal.

This is a part-time role with an increase of time commitment required in the run up to and during the camp. At the end of the contract, there is potential for this role to become permanent.

## ROLE RESPONSIBILITIES

### Principal Duties and Responsibilities

- Oversee the development of the camp program;
- Research, plan and book all activities for the camp;
- Ensure enrolment procedures are carried out correctly and all paperwork is in place;
- Report each week on numbers of leads, applications, and enrolments to Inspired Camps Coordinator;
- Regular meetings with Principal and Inspired Camps Coordinator;
- Develop camp policies, rules, and guidelines;
- Ensure the operating budget for the camp is controlled;
- Collaborate with key Reddam staff on the scheduling of classrooms, meeting facilities, recreational facilities, housing needs, and other universal facilities needed for the camp;
- Conduct risk assessments on all activities off-site and on-site and ensure appropriate training delivered for all summer camp staff;
- Produce forms, letters and pertinent documents needed for the implementation of the camp;
- Handle questions, issues and concerns of parents/guardians before and during camp;
- Establish a procedure for handling all difficulties related to health, behaviour and any other issues;
- Monitor and ensure appropriate student behavior and adherence to camp rules and regulations;
- Schedule group meetings with summer camp staff as required;
- Work closely, cooperatively, and amicably with all summer camp staff members;
- Handle emergencies in conjunction with the summer camp staff;
- Assess the overall program to see if any changes need to be made;
- Complete and/or oversee the completion of all documents (agreements, schedules, program evaluations, information management systems, etc.);
- Seek advice and/or assistance from the Inspired Camps Coordinator when required;
- Work closely with HR and the Inspired Camps Coordinator regarding the hiring and performance management of summer camp staff.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.

**WHAT WE'RE LOOKING FOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills and previous experience</b>	<ul style="list-style-type: none"> <li>• Experience in the outdoor recreation and/or educational sector;</li> <li>• Experience of managing and leading a team;</li> <li>• High level of IT skills, especially in Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of curriculum-based teaching;</li> <li>• Experience of coaching or teaching sports and/or extra-curricular activities;</li> <li>• Marketing/Sales and accounting experience.</li> </ul>
<b>Qualifications and Accreditations</b>	<ul style="list-style-type: none"> <li>• Teaching and or coaching leadership qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Boarding Qualifications and/or relevant boarding experience.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal skills with an ability to lead and motivate a team of staff and build effective and trusting relationships and professional networks in the wider community;</li> <li>• Highly motivated to achieve goals and ability to motivate others to do the same;</li> <li>• An innovator with a growth mindset, demonstrates curiosity and welcomes failures as a learning opportunity;</li> <li>• Ability to work collaboratively with others;</li> <li>• Creative and self-motivated attitude to problem solving;</li> <li>• Good organisation skills and ability to prioritise;</li> <li>• Patient, enthusiastic, self-controlled, and dependable.</li> </ul>	

## HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Completed applications and queries should be submitted to [Fay.Mackman@inspirededu.com](mailto:Fay.Mackman@inspirededu.com)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

## SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

## VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

## EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.