

Job Description: Programme Counsellor

About Bucksmore

Bucksmore Academic Enrichment and University Experience courses are for students age 13-16 and 16-18 and have always been modelled on American summer camps, with 'Counsellors' who live with students, lead practical workshop sessions, excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the summer programmes we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

Job Title: Programme Counsellor
Reports to: Centre Senior Management Team

Locations: D'Overbroecks, Oxford; Tonbridge School, Kent; Magdalene College, Cambridge and Brasenose College, Oxford

Courses: Cambridge Advanced Studies, Oxford Advanced Studies and Young Professionals.

Course Dates: Bucksmore Summer courses run from the 23rd June to 11th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.

Remuneration: Up to £481.47 per week - £385 per week basic pay + 12.07% holiday pay per week (£46.47) and up to £50 per week performance related bonus.

Staff bonus descriptions are provided prior to the start of a role in the Staff handbook.

Bucksmore also offer Junior residential staff with a valid and in date first aid certificate £20 per week to be a recognised first aider.

Programme Counsellor • Main Duties & Responsibilities

Role Definition: Bucksmore Programme Counsellors play an essential part in assisting the delivery of our academic programme as well as the activities programme ensuring that students who attend our programmes have an unforgettable educational experience in a safe, caring environment. Engaging with students in all aspects of a course ensure that both students and staff make the most out of their time on a summer course. Tutors that are highly experienced in their field deliver academic sessions, while Programme Counsellors help deliver practical projects and workshops relevant for students and their own background. The activity programmes comprise of daytime and evening activities alongside full and half day trips to places of historical and cultural interest.

This list summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and Head Office Team. Bucksmore will exercise this right reasonably.

- Organise and implement specialist workshops and project sessions
- Prepare any necessary materials required for workshops and project sessions
- Organise and implement a wide range of afternoon and evening activities as directed by the Activities Coordinator and Course Director
- Promote the activity programme and ensure maximum student participation
- Participate, lead and supervise during activities
- Take responsibility or joint responsibility on off-site excursions and on-site activities
- Guide and supervise students on excursions and trips
- Assist with airport transfers and meet students on arrival
- Assist with student check in on airport transfer departures
- Supervise students during meal times as per the weekly staff rota
- Assist with wake up and bedtime duties as per the weekly staff rota
- Respond to general emergencies at all times
- Maintain proper levels of student discipline, safety and welfare

Programme Counsellor

Programme Counsellor • Person Specification

Legal Requirement: All applicants must have the eligibility to work in the UK prior to commencing employment

The following are the essential and desirable requirements needed in order to do the job.

Knowledge, qualifications and experience:

Essential

- Native or native level English speaker
- Experience of working with children or young learners in a formal capacity
- Academic background related to the course

Desirable

- Experience of working in a residential school
- Background of leading sessions or workshops in subject specific areas
- Teaching qualification
- First aid qualification

Skills, abilities and competencies:

Essential

- Flexibility and adaptability
- Ability and desire to work effectively in a team
- Excellent communication skills
- Willingness to contribute positively to the students' activity programme
- Ability to meet deadlines for students' airport transfers
- An understanding of child safeguarding

Personal Attributes:

Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work

Programme Counsellor: Further info

Background:

Young Professionals: Students attending Young Professionals are in age groups 13-16 and 16-18 with a minimum language level of Intermediate (B1). They choose one subject per week in order to receive an insight into future careers and study with an emphasis on practical and project sessions. They receive a combination of tutor led theory and practical led sessions as well as Counsellor led projects.

Subjects: Medicine, Engineering, Business, Performing Arts, Media & Communications, Forensic Science & Criminology, Computer Science, Art & Design and International Relations & Law.

Advanced Studies Programme: Students attending ASP in either Oxford or Cambridge are native or near-native English speakers and 16-18 years old. They choose two subjects per two week session and join an 'insight group' where Programme Counsellors lead workshops of a more practical nature.

Subject Insight Groups: Business, Culture, Health Sciences, Social Sciences, STEM and New Technologies.

The summer school environment is challenging but also very rewarding. A good Programme Counsellor will be in possession of a wide variety of skills and personal qualities and be able to work well in a team.

Pastoral Care:

All Programme Counsellors will assist in both providing the students' 24/7 pastoral care and as well as ensuring the students receive an entertaining activities and excursions programme. Bucksmore is committed to safeguarding and promoting the welfare of children.

The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

The Working Week:

The week is divided into various duties and staff will receive a weekly rota detailing the duties they are working each day.

Each Programme Counsellor will ideally have a subject specialism specific to their course. This will require them to lead relevant, subject sessions for three afternoons per two week period. The Counsellors will prepare the content of the sessions and deliver this within the broad guidelines provided by Bucksmore Head Office.

Additionally the role may involve the following: effective airport "meet and greet" on student arrival, provision of airport check-in assistance on student departure, student welcome in centre, wake up/bed time duties, meal monitoring and supervisory duties, afternoon and evening activities, full day or half day excursions and trips, and general pastoral care and welfare.

All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week. This list is not however exhaustive and you may be reasonably requested by a member of the centre management team to undertake another duty. The role will require substantial amounts of walking when leading excursions and from time to time lifting and carrying equipment when setting up activities.

Programme Counsellor • Next steps, Safeguarding and paperwork

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

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As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Once appointed you will be required to provide evidence of your ID, qualifications and provide at least two recent and relevant references, ideally with professional email addresses. You will also be required to undergo an enhanced DBS check or its equivalent from your country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.