



Summer 2024

Golf Assistant Job Description

Job Title:	Golf Assistant Appointee must be eligible to work in the UK.
Organisation Name:	Brownlee Language International Summer Schools (BLISS)
Location:	Perthshire, Scotland
Department/Section:	Activities
Availability:	1 July 2024 3 July 2024 5 July 2024 8 July 2024 10 July 2024 12 July 2024 15 July 2024 16 July 2024 17 July 2024 19 July 2024 22 July 2024 26 July 2024
Working Hours:	From 1915 to 2115, at Strathallan School
Reports to:	Head of Activities (HoA)
Salary:	DOE
Benefits:	Staff Uniform
Training Provided:	<ol style="list-style-type: none">1. Child Protection Training.2. Summer School Induction.3. Continuous and regular development throughout the contract.4. PVG/DBS provided.

Background to the Role:	This position is non-residential. It is a key position to the smooth running of the Summer School. Students will engage directly with the post-holder, so it is very important that you feel comfortable working with Summer School participants ranging in age from 8-17 years.
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	<p>We are looking to fill this post with someone who is confident as a leader and has empathy with learners. The post-holder must have a full understanding of the requirements for Child Protection and Safeguarding (training will be provided), knowing and understanding the distance that staff and students must maintain is crucial to this role. There cannot be any social media contact or any behaviour that contravenes our Child Protection and Safeguarding Policy.</p> <p>The post-holder of this role will be running golf activities as directed by the Head of Activities, leading excursions and will act as an integral part of the team. Ideally, we are looking to recruit a member of staff that will join us in future Summer Schools.</p>
<p>Purpose of the Role:</p>	<ol style="list-style-type: none"> 1. To safeguard students above all else. 2. To ensure that all students have a home from home and all are participating in one or more activities onsite. 3. To assist with and help plan offsite excursions and afternoon and evening activities. 4. To contribute to the evening social programmes as well as follow the morning and afternoon structure. 5. Any other tasks as directed by the HoA.
<p>Key Tasks:</p>	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks are:</p> <ol style="list-style-type: none"> 1. To proactively assist the HoA with the running of all golf onsite and offsite activities.

	<ol style="list-style-type: none"> 2. To work in a team to ensure that students are participating in the schedule of activities, social events and offsite excursions. 3. To be proactive in ensuring you have all the up-to-date schedules and information you require to carry out your tasks. 4. To work in a team to ensure the students are fully informed of the schedule of events and activities including any amendments to the schedule. 5. To work to your own strengths. 6. To ensure students have all the tools they need to participate in all activities. 7. To deliver the planned activities, without supervision, as agreed with the HoA. 8. To assist the HoA with the planning of activities. 9. To report any welfare/Child Protection concerns you have regarding students to the Director or designated safeguarding lead.
<p>Additional Responsibilities:</p>	<ol style="list-style-type: none"> 1. To ensure that all mandatory training is completed before the Summer School begins. 2. Ensure that all pre-employment documents are completed and returned by the deadline given.
<p>Supervision of Staff (directly/indirectly)</p>	<p>Not applicable for this post.</p>



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Activities Assistant Person Specification

Criteria	Essential/ Desirable	Evidence
Education/Training/Qualifications		
High standard of written and spoken English	E	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
First Aid Qualification	D	Application/Interview
Lifeguarding Qualification	D	Application/Interview
Fire Safety Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
Work Experience		
(Summer) Camp Experience	D	Application/Interview
Experience in the organisation and delivery of sports, music, art or drama activities	D	Application/Interview
Previous experience working with learners of English	E	Application/Interview
Knowledge/Skills/Attributes		
A responsible and safe attitude to excursion and all offsite activities	NA	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage effectively with staff and students and assist with the delivery of high quality, enjoyable activities	E	Interview
Ability to assist in the organisation of group activities	E	Application/Interview
Be a team player	E	Application/Interview
Good knowledge of Scottish Culture and History	D	Interview
Personal Qualities/Special Circumstances		
Successful application for PVG/DBS (or equivalent)	E	Company application following job offer
A leader and mentor approach to life	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/interview
Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Eligibility to work in the UK	E	Application/Interview



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Enjoy working outdoors	E	Interview
Ability to remain calm in an emergency situation	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview