



## JOB DESCRIPTION ENTERTAINMENT TEAM MEMBERS (ENTZ)

Oxford Science Studies is an educational revision company working with students between the ages of 14 and 19 revising for their GCSE, IGCSE, A Level and IB exams. We run 6 courses a year, with 2 residential courses, and we are specifically looking for Entertainment Team Members to work on our Easter and Summer courses.

**THE ENTERTAINMENT TEAM MEMBER REPORTS DIRECTLY TO THE RESIDENTIAL MANAGER AND MUST:**

- Be responsible for the entertainment and safety of students after lessons and during the evening.
- Assist and ensure the evening entertainments programme is set up in a timely and well organised manner, in line with the course requirements
- Lead, supervise, motivate and engage students on activities, through active participation yourself
- Take responsibility for the promotion of activities
- Pro-actively encouraging the students to take part in planned activities both during the day and in the evening
- Help ensure that the students do not breach the rules of the course
- Ensure the students are behaving appropriately

Activities may include film nights, cinema trips, dining out, quiz nights, shopping trips, scavenger hunts, debate nights, a visit from a magician, and many more.

During our Easter and Summer course, the following shifts are available.

**18:45 – 22:15** – Evening shift. Assist with running the ENTZ programme (see above for description).

**09:00 – 17:00** – Office shift. Duties can range from assisting with printing resources, delivering papers to tutors, setting up resources for the following revision week, collecting entertainment resources, supervising whilst students complete their private studies to opening and locking buildings. Helping with student feedback forms and assisting with departures on Fridays.

**17:00-18:45** – Early Evening shift. Assist the Residential Manager between the end of classes and the beginning of the evening ENTZ programme.

**19:00 – 21:30** – House sitting. One person is required to be the point of contact in the second boarding house when students are in their rooms. Admin tasks may be allocated during this time.

**16:30 – 18.45** – Sunday arrivals. This involves welcoming students, going through their welcome packs, taking the students to their boarding house and delivering a brief tour.

**08:30 – 12:30** – Monday arrivals (see Sunday arrivals description).

#### PERSON SPECIFICATION:

- Friendly and approachable
- Enthusiastic and enjoys working with students
- Excellent organisational and interpersonal skills
- Flexibility and adaptability
- Ability to use your own initiative

#### REQUIREMENTS:

The following will be required but can be done free of charge through OXSS:

- Successful completion of an enhanced DBS check
- Level 2 Child Protection and Safeguarding training (must be OSCP)
- Prevent training
- A First Aid qualification is desirable, but not essential

All Entertainment Team Members will be paid at an hourly rate of £12.71

Safety and welfare of the students is always of paramount importance and this should be the priority of all staff, especially managing students while off-site, which may be in busy public areas. Entertainment team members must understand the importance of and demonstrate the ability to ensure the welfare and safety of students in all situations.