



JOB DESCRIPTION and PERSON SPECIFICATION

SUMMER SCHOOL LIFEGUARD

Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of courses, including English Language, Humanities and STEM courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high-quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course dates

Thursday 16th July – Monday 3rd August 2026

Please note: The above dates include induction training days. The postholder will be required to attend at least one allocated induction day.

Purpose of the role

Lifeguards report to the Assistant Director (Operations & Activities) and will also be supervised by the Pastoral Management team.

The role of the Lifeguard is to ensure the safety of all users of the swimming pool in accordance with health and safety regulations and respond to pool accidents and incidents following Pool Lifeguarding rules and regulations.

The post holder will manage the swimming pool and provide support to students and act as a positive role-model, setting a good example by his/her conduct and conversation. The post holder should be professional yet caring and approachable and be aware that this may be the first time some students have been away from home.

Essential requirements:

- a recognised and valid Pool Lifeguard qualification
- proof of 2 hours in-service training and assessment for the month prior to start

A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.

Main responsibilities/duties include:

- helping to ensure that students follow the college and swimming pool rules and regulations;
- assisting the Estates team with the maintenance of the swimming pool;
- being on duty at all times during the pool opening times;
- listening to students and dealing with their queries/problems;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Summer School Director and/or Assistant Director (Pastoral) and DSL of any concerns;
- setting an example with regard to punctuality and standards of behaviour;
- engaging with students in a friendly but professional manner, ensuring that appropriate boundaries are maintained between yourself and students in your care;
- maintaining good communication with the boarding parents, senior management team and college nurses to ensure the best possible pastoral care of students;
- undertaking any other ad hoc duties as instructed by the Summer School Director and Assistant Directors.

Other duties may include:

- assisting PE/Sports teachers with afternoon activities in the pool;
- being on standby to volunteer for any additional activities;
- answering telephone enquiries in the staff room.
- providing lifeguard duties for staff sessions

Performance reviews will be undertaken by a member of the senior team on all staff during the course.

Staff are expected to dress appropriately for duties and be well presented at all times.

Further details and guidance on the responsibilities of the role will be provided during induction.

Personal attributes/skills

- Reliable
- Empathy
- Energy and enthusiasm
- Team-player
- Tolerance
- Adaptability
- Enjoys working with children
- Good communication skills

Hours of work

Variable hours between 5pm and 9pm. Shifts and time off are organised on a rota basis.

Remuneration

Salaries are based on staff working a full course.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

Special conditions

All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

Please note:

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship to those applying from outside Europe.