

Information for Applicants

Our World English Schools: Our World English Schools provides high-quality summer courses since 1989. Over the last 35 years, we have grown steadily and welcome students from all over the world each summer.

Why Our World

- Provide opportunities for personal growth and career development.
- Opportunity to work in a truly multi-national environment.
- We value diversity in all its forms and offer an opportunity to share your passions and hobbies with Children from all over the world.
- We create a respectful working environment encouraging all to share their ideas.
- With many of our team returning year after year, being part of Our World is like being part of a global community.

Equal Opportunities: Our World English Schools is committed to Equal Opportunities, ensuring fair and impartial treatment of all applicants, irrespective of sex, sexual orientation, gender reassignment, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins, or disability ('the protected characteristics'). We embrace inclusivity, encouraging Our World Representatives to share their cultural knowledge, creating an environment rich in collaboration and care.

Safer Recruitment Statement: We are committed to safeguarding and promoting the welfare of Children/Students and expect all Our World Representatives to share this commitment. As part of our commitment to providing a safe and secure environment for Children/Students, all Our World Representatives who will be working directly or have unsupervised access to Children/Students will be subject to a rigorous selection process. This process includes compliance with current safeguarding legislation, a thorough assessment of suitability to work with Children, and an enhanced Disclosure and Barring Service (DBS) check.

Engagement Process:

1.	Complete the application form and return by email to recruitment@ourworldenglish.com . (Form can be downloaded from our website; https://ourworldenglish.com/careers/ .)
2.	Should your application meet the criteria, you will be invited to attend an interview. (Interviews will take place via Microsoft teams and last approximately 45 minutes)
3.	Any gaps in your work history must be explained satisfactorily and topics related to safeguarding will be discussed during the interview.
4.	For managerial positions you may be invited for a second interview.
5.	At least two references from your previous employers or course tutors are required. Referee contact details should be from professional email addresses (e.g., not Hotmail or Gmail). References may be sought prior to the interview, and we reserve the right to request additional references.
6.	Referees will be asked any reasons why you should not be engaged in situations involving responsibility for or substantial access to persons under 18. An offer of engagement may be

	retracted if references are not received in a timely manner, are deemed inadequate, or if it comes to light that you knowingly withheld information or provided misleading or false information.
7.	Upon a successful interview, we will facilitate and cover the cost of an Enhanced DBS check. If you have resided abroad within the last 5 years, a criminal check from that country will also be required. If you have lived in multiple countries, checks from each country may be requested. Checks against the 'Prohibited List' (if applicable) will also be conducted.
8.	Upon satisfactory completion of the safer recruitment checks, we will email you a contract along with additional documentation. You are required to return the signed contract along with the necessary documentation.
9.	If your original identity documents or education certificates have not been presented, you must do so upon arrival at the centre. Copies will be retained for our records.

Privacy Statement: Our World English Schools will hold your personal data for the duration of your engagement. Your data will be held for 12 months after the end of your engagement and only contact details and engagement dates will be kept for referencing purposes. A full copy of our Privacy Notice will be sent to you at the time of application.

Pay and Working Conditions:

- You will be engaged by Our World English Schools on a contractor basis.
- Rates of pay will vary dependent on the role applied for, level of qualification and experience.
- You will work 6 days a week with one 24-hour period off per 7 day rolling week.
- You will be asked to sign a waiver regarding the 48-hour working week.
- Full board accommodation will be provided.
- Some senior positions may require remote Pre-course work.
- You may be asked to extend this contract depending on performance and student numbers.

Our Centre: Tonbridge School	
Check In	Accommodation is available from 3pm onwards on the 7 th July 2025
Induction	Full Induction Day will take place on the 8 th July 2025
Course Dates	9 th July – 6 th August 2025
Contract Length	2- and 4-week contracts are available
Age Range	8-17 Years old

Positions Available			
Job Title	Brief Person Specification	Weekly Pay Rate	
Centre Manager	Managerial experience in overseeing courses for juniors or as a Centre Manager/Course Director This is a highly responsible post suitable for a professional and hardworking individual.	£900.00	
Assistant Centre Manager/Sports and Activities Manager	Young Learners experience Experience of working within a residential summer school environment Experience of managing a team Interest in sports and activities	£625-£725	
Academic Manager	TEFLQ qualification – DELTA or MA Tesol/TEFL Diploma Bachelors Degree Experience of managing an academic team	£800.00	
Assistant Academic Manager	Minimum 2 Years teaching experience to Junior Learners TEFL plus CELTA minimum ideally working towards DELTA Bachelors Degree Good organisational and leadership skills	£700.00 - £750.00	
EFL Teacher	CELTA or 120 Hour TEFL Certificate Bachelors Degree Minimum 1 Years teaching experience	£625.00 – £725.00	
Debate and Critical Thinking Teacher	Debate experience at competition level Experience working with young learners. Bachelors Degree or working towards in relevant subject.	£600.00 - £700.00	
Senior Activity Leader	Experience working with children and young people. Have proficiency in sport. Strong people skills Managerial or Supervisor experience	£600.00-£700.00	
Activity Leader	Experience working with children and young people. Have proficiency in sport. Caring and compassionate to the needs of young people Creative, Energetic and Fun	18-20	£480-£550
		21+	£600.00
Pay Scales: Subject to Experience and Qualifications.			

Safeguarding Policy Summary

1. Policy Statement

Our World English Schools is committed to safeguarding and promoting the welfare of all children and students under the age of 18. We prioritize their safety, well-being, and protection from harm, ensuring a secure and nurturing environment. All staff, including Our World Representatives, are legally obligated to uphold the same level of care as a responsible UK parent.

2. Key Principles

- **Safeguarding:** Proactively preventing harm, addressing concerns promptly, and fostering a safe environment.
- **Child Protection:** Ensuring the safety, well-being, and security of children through measures to prevent and respond to abuse, neglect, or harm.
- **Inclusivity:** Every child, regardless of age, culture, gender, language, racial origin, disability, sexual identity, or beliefs, has the right to protection from abuse.

3. Roles and Responsibilities

- **Designated Safeguarding Leads (DSLs)** Sai Binns (General Manager) oversee safeguarding concerns, training, and policy implementation.
- **Designated Safeguarding Persons (DSPs):** Onsite representatives responsible for safeguarding protocols and reporting to DSLs.
- **All Staff:** Must complete safeguarding training, report concerns, and adhere to safeguarding policies.

4. Reporting Procedures

- **Safeguarding Concerns:** All staff must report concerns to the DSP/DSL immediately. A Safeguarding Incident Form must be completed and securely saved.
- **Whistleblowing:** Staff can report concerns about malpractice or inappropriate conduct to the DSP or DSL. Concerns about DSLs should be escalated to the other DSL or DSP.
- **Emergency Contact:** A 24-hour emergency number is provided to students and staff for immediate assistance.

5. Safer Recruitment

- **Checks:** Enhanced DBS checks, professional references, and criminal record declarations are required for all staff.
- **Training:** All staff must complete safeguarding and Prevent training before starting work.
- **Interviews:** Safeguarding-related questions are included in the recruitment process.

6. Code of Conduct

- **Professional Boundaries:** Staff must maintain appropriate boundaries with students and avoid sharing personal contact details.
- **Physical Contact:** Only permitted when necessary for safety, comfort, or instruction.
- **Alcohol and Substance Use:** Strictly prohibited on campus. Staff must adhere to curfews and high moral standards offsite.

7. Student Welfare

- **Anti-Bullying:** Bullying in any form is not tolerated. Students are educated on different types of bullying and encouraged to report incidents.
- **Internet Safety:** Students are guided on responsible online behaviour, and filtering software is in place to block inappropriate content.
- **Vulnerable Students:** Additional support is provided for students with disabilities, medical conditions, or other vulnerabilities.

8. Prevent Duty

- **Preventing Radicalization:** Staff are trained to identify and report extremist behaviour. School internet systems have strict filters to prevent access to extremist content.

9. Local Authority Involvement

- **LADO (Local Authority Designated Officer):** Concerns about adults working with children should be reported to the LADO.

10. Policy Review

This policy is reviewed annually, incorporating feedback from staff and students, to ensure it remains effective and up-to-date.

Our World English Schools is dedicated to creating a safe, inclusive, and supportive environment for all children and staff.