



Heathfield Summer Courses Job Description

JOB TITLE	Junior Monitor
REPORTING TO	Pastoral and Welfare Manager and Lead Monitor
KEY PURPOSE OF THE JOB	Responsible for supporting the safe and positive experience of the pupils, supervising activities, ensuring Pupils' well-being, and promoting an inclusive and supportive environment and an empowering atmosphere for the girls, helping them to grow and enjoy their summer experience.
WRITTEN BY	John Endean
DATE	November 2025

KEY ACCOUNTABILITIES

The **Heathfield Summer School Junior Monitor** responsibilities are:

1. Welfare Duties: Assists the Housemother with the welfare and pastoral care of the Junior girls (aged 11 and under) in the main boarding by putting girls to bed and waking them up; ensuring younger girls change their clothes, have a shower, brush their hair etc.; assist with welfare matters (homesickness, eating properly, friendship issues etc), assist with meal duties making sure the girls are on time and where they have to be after each meal, assist with tech hand in and help the girls with Laundry related matters and ensure the boarding house and school rules are followed.

2. Activity Support: Supports the Activity Leader organize and lead various activities (e.g., sports, arts and crafts, group games, and educational workshops), encouraging full participation and positive group dynamics, help in preparing materials, setting up spaces for activities, and ensuring all equipment and supplies are organized and in good condition and packed up properly after the end of each session, help with tidying up and clearing the used space making it ready for the next activity.

3. Arrivals/Departures and Airport Transfers: Required to assist on arrival and departure days when on duty and as and when necessary, including duties to support the Greet and Meet Team to welcome the girls, escort to rooms, help the Junior girls unpack their bags, entertain new arrivals, assist at mealtimes and, in agreement with the Lead Monitor, assist with airport duties and transfers when needed.

4. Managing Daily Plan: To implement and manage the daily routine, in accordance with the Director/Deputy Director making sure schedules are reviewed and concerns are discussed while addressing any pending issues from the day before. Be visible, reachable and approachable in case any concerns or issues arise. Attend to any medical or emotional concerns as participants arrive, such as offering emotional support to a participant who may be nervous or homesick. Address any incidents or issues that arise during the day and document incidents and concerns and fill out any necessary reports on the database, ensuring compliance with safeguarding protocols.

5. Pastoral Care: To be sensitive to the needs of all students, at all times focussing on 'their' experience in order to create a positive and memorable environment for them, setting expectations and ensuring all students are equally respected. Constantly be mindful of students' attitude, performance and conduct to ensure their physical and emotional well-being and to inform the Director or Deputy Director of any concerns.

6. Foreign Relations: To ensure relationships with visiting agents and any parent is always professional and courteous, and that Heathfield School is constantly promoted in a positive light with third parties.

7. Health and Safety / Risk Assessments: To undertake daily facility checks and equipment checks to ensure facilities are kept tidy and safe and all equipment and materials are maintained in a safe and useable manner. To read and understand the relevant risk assessment for all sports or activities sessions, language activity or excursion in which you are involved in, to ensure students' safety at all times.

8. Other Duties: To undertake other in-house tasks, when reasonably required by the Director and Deputy Director of Heathfield Summer Courses and to ensure that the school runs smoothly and efficiently and that all commitments of the programme are delivered.





KEY PERFORMANCE INDICATORS FOR ACCOUNTABILITIES

To ensure the accountabilities, above, are being met, check that:

- 1. Welfare Duties:** The welfare and pastoral duties of the girls have been met, the girls expressed gratitude and were happy in the summer school. The girls were encouraged to participate in the activities and were confident to practise their English with others and staff
- 2. Activity Support:** The Lead Monitor and Activity Leader reported that they felt supported by the monitors, they were always present and eager to help. They fulfilled their assigned tasks showing commitment and dedication all during the course of the programme.
- 3. Arrivals/Departures and Airport Transfers:** All girls arriving have been met with enthusiasm and a very warm welcome. All girls feel safe and well cared for, questions answered with help and support offered continually and consistently. Airport duties have been fulfilled with professionalism. Girls departing have had a positive send off and have been made to feel special.
- 4. Managing Daily Plan:** Instructions were implemented effectively; records were kept up to date. All incidents were dealt with as per the organization chain of incident reporting. Staff had clear instructions and induction about the welfare procedure and health and safety of the school.
- 5. Pastoral Care:** Care and consideration is shown to individuals and the group as a whole. The experience of staying at Heathfield Summer School is as enjoyable as possible. Each individual's needs are balanced appropriately with the needs of the group as a whole. Staff presence around Heathfield School is strong; any concerns are acted upon, logged and followed up. A friendly but professional staff-student relationship is maintained at all times. Agents and parents (if applicable) are able to report pastoral care as excellent and appropriate.
- 6. Foreign relations:** Attitude towards all foreign nationals, both students' parents and agents, is welcoming, courteous, helpful and approachable, and that assistance is provided whenever required.
- 7. Health and Safety / Risk assessments:** Health and safety rules are scrupulously observed. Duties to ensure the safety and welfare of our visitors are carried out diligently, whilst ensuring that our service remains an outstanding experience for our guests. Risk assessments are read and understood well before each activity and excursion. Risk assessments are reviewed and updated in order to adapt to changing climate and surroundings.
- 8. Other Duties:** Approach to the job is flexible, supportive and reliable, and that initiative is used to ensure all areas of responsibility work well.

KEY DIMENSIONS IMPACTED BY THE JOB:

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- Heathfield Summer School operates for 5 weeks in the summer. 6th July to 9th August 2025
- Heathfield Summer Camp operates from the 13th July to the 9th August 2025
- Summer School Student age range 8 – 17
- Summer Camp girls age range 7 – 15
- Summer School Expected enrolment - 150 girls, over 300 student weeks, over a 5-week period
- Summer Camp Expected enrolment – up to 200 girls over a 4-week period.
- Average Class size of 12 students for EFL lessons
- Academy and Activity session numbers vary depending on the Academy or Activity
- Summer School girls and Boarding Camp girls are in care of Heathfield Summer School 24-7





PERSON SPECIFICATION

Essential:

- Native/ near-native competence in English (written and spoken).
- Good educational background. A Levels, University Student, Graduate.
- Exceptional at working with and understanding children of differing ages.
- Proficiency in time management.
- Good demonstrable organisational skills.
- Good Communication skills.
- IT skills..
- Ability to multitask and work to deadlines.
- An outstanding team leader and team player with the ability to instil confidence and motivate others.
- A strong awareness of Health and Safety, specifically as it relates to assisting in activity sessions.
- Energetic, enthusiastic, have a sense of humour and thrive in a lively atmosphere full of change and development.

Desirable:

- Qualifications in any extra-curricular activity.
- Previous experience working with Young Learners and in a summer school setting.
- Experience working with multicultural/multilingual groups.
- At least two years' experience in a residential pastoral role.
- First Aid Experience and holds in date First Aid qualification.
- Safeguarding trained.

KEY INTERFACES:

1. Director of Summer Courses.
2. Deputy Director of Summer Courses.
3. Summer School Activities and Academy Coordinator.
4. Summer Camp Coordinator.
5. Housemothers and Lead Monitor.
6. Other staff of Heathfield School (particularly Catering, Cleaning and support staff).
7. Overseas Students and UK Campers.
8. Agents, parents (and overseas group leaders, if applicable).
9. Coach Drivers of different companies.
10. Attraction guides, operators and their staff.

OPERATING ENVIRONMENT AND CONTEXT OF THE ROLE:

Heathfield Summer School offers students from overseas the opportunity to experience learning in a traditional English boarding school location, whilst improving their oral and written English and providing an insight into British culture.





Students are accommodated on site and thus are spared the merits and demerits of home-stay accommodation, but this adds to our challenge of keeping them gainfully occupied for longer than the normal school day.

Our operating environment is within the campus of Heathfield School and is generally perceived as a safe area. All personnel who work on the site around the school buildings have to hold an Enhanced DBS certificate. Heathfield Summer School and Camp's nucleus in the summer will be in the main school building. Meals are taken in the School Dining Hall, and our students will use all the sports facilities and other facilities available at Heathfield School.

The whole of Heathfield School area is a no-smoking zone.

Whilst we place a strong emphasis on having a great time, this does not detract from the serious purpose of learning English in a British contextual environment, where idioms, accents, practices and attitudes are realistically experienced. Our service is provided to our young students, but our customers are their parents who pay the bills. It is thus vital that we constantly ensure that the students take home great memories, improved language, improved knowledge, and proof of their experience and progress. Moreover, it is essential that any visiting agents or parents (or group leaders, if applicable), who may not be English specialists, have a memorable visit and appreciate the advantages of their students/ children coming to Heathfield School.

Maintaining the strong reputation of Heathfield School is crucial to the continuing success and future development of Heathfield Summer Courses. The role requires energy, awareness and consideration. Every student, whether visiting as an individual or as part of a group, requires careful attention and must always be greeted and treated with abundant enthusiasm. Lessons, sports and activities must be instructive and fun. The schedule is busy and must run to tight timescales. Attention to detail, from timekeeping to pastoral care is fundamental at all times, as is effective team working to ensure the programme runs seamlessly and all pupils are encouraged to engage fully in each activity; the concept of "tell and they forget...involve and they remember" underpins the ethos of Heathfield Summer School and our tailoring towards the individual needs of the student.

All staff are considered ambassadors for the school, who excel in working in an ever-changing environment, striving to contribute to our shared objectives.

SAFEGUARDING:

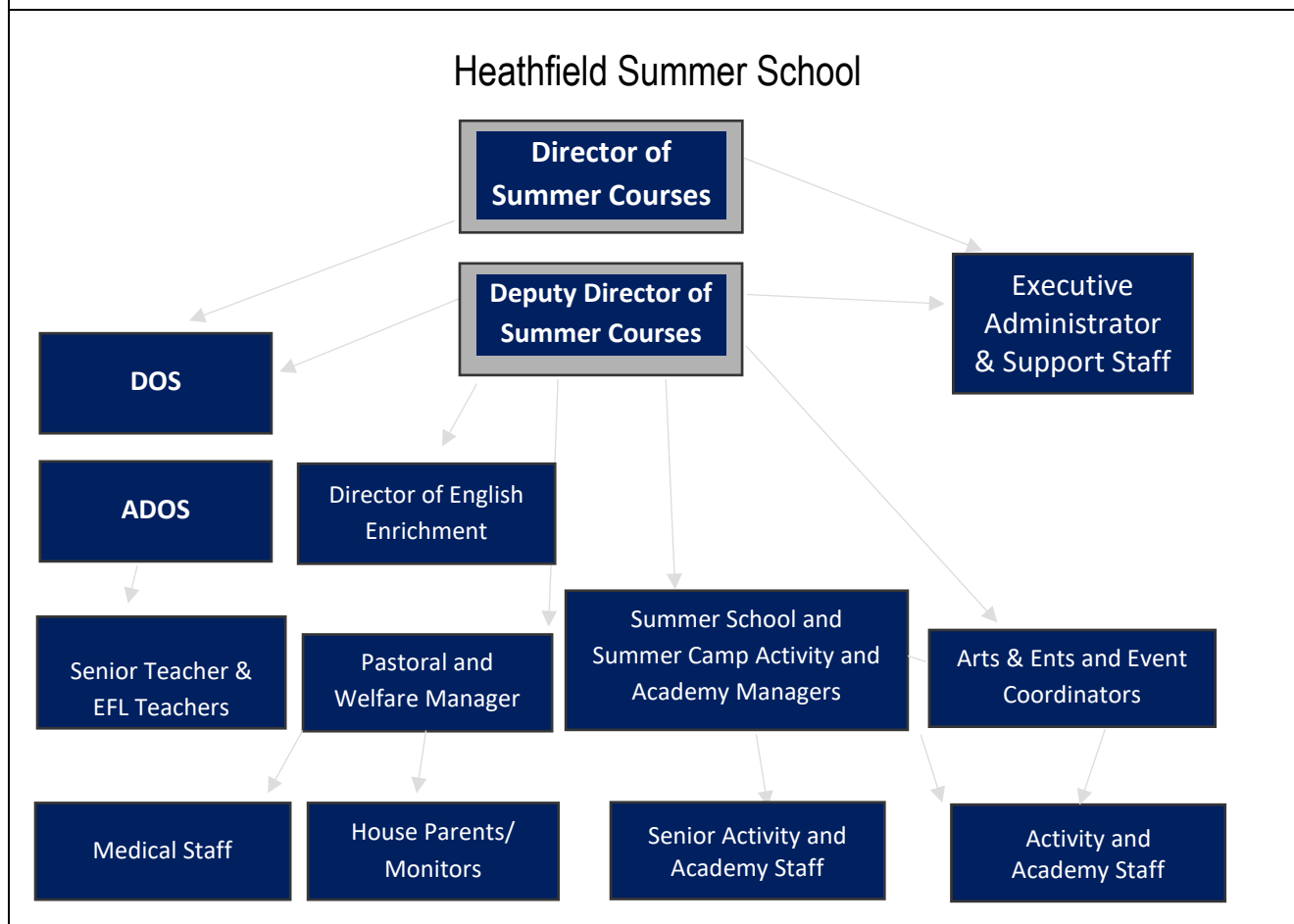
Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.





ORGANISATION CHART:



DELEGATED AUTHORITY:

There is no delegated authority for Junior Monitor employed in our summer period, but it is expected that all Pastoral and Welfare Manager use their own initiative when faced with minor issues or problems that may occur.

APPROVAL/ACKNOWLEDGEMENT:				Signature
Job Holder:	Name:		Date:	
	Job Title:			
Approved by Head of Summer School	Name:	J. Edean	Date:	
	Job Title:	Director of Summer Courses	November 2025	

