

## Activity/Pastoral Staff

Millfield School is one of the few independent schools to run its own English Language Summer School. We are a school within a school. The Millfield English Language Holiday Courses are well established and high quality. The Director has had over 25 years experience of summer schools, has written EFL books and personally held every position on the summer school himself. We have a permanent team of staff who work all year round to market and prepare the courses, enrol and complete the administration necessary for the students' arrival and to employ temporary staff. Many temporary staff return each year but every year we look for a number of enthusiastic pastoral and activity staff to join the team.

We are accredited by the British Council, members of English UK and Quality English therefore staff are required to be professional at all times to reflect the high quality of the courses we run. We provide all activity and pastoral staff with two staff T-shirts and a staff coat. Further clothing should be casual and smart enough to reflect the fact that you are a member of staff. Flip flops are not allowed.

All students have three hours of English tuition five times per week in the mornings which is obviously provided by the EFL (English as a foreign language) teaching staff. The students have their chosen activities in the afternoon and in the evening there is a full social programme. The pastoral and activity staff take responsibility for organising the boarding houses, activities and social programmes; our aim is to keep the students active and meaningfully entertained at all times. EFL teachers are required to assist on a rota basis with the social programme, house duties and excursions. On Saturdays the EFL staff will teach in the morning and run the Saturday half day excursions which will give the non-teaching (activity) staff a day off. The activity staff will run whole day excursions on Wednesdays giving EFL staff the day off. Pastoral staff and their assistants share the duties.

Induction training which includes an introduction and welcome by the Director, health & safety, child protection and first aid training is provided and paid pro rata. This takes place one and a half days prior to the start of the course.

Accommodation is available on our own campuses in separate 'boys' and 'girls' houses; you will usually be given single and often en-suite accommodation. Bed linen is provided weekly; personal laundry is collected and returned twice weekly. Washing and drying machines are also available in the boarding houses. Three meals a day are provided in the Dining Hall, hot and cold breakfasts, two meat and one vegetarian choice for lunch with salad bar, pasta choices, fresh fruit and traditional sweets cooked on site. Further choices are available for dinner. Each boarding house has a kitchen with a supply of biscuits and drinks.

In 2008 we won the Language Travel Magazine award for the Best High School. We have been nominated on two other occasions. We have a lot of returning staff and students and try to continually improve the summer school experience for everyone. This requires a lot of dedication and commitment from everyone involved.

We have grown in size year on year and in 2009 had over 900 students and 200 staff over the course of six weeks and three campuses. Students come from all over the world usually from between 45-50 different countries.

Students arrive and depart on Sundays. They can stay for 2,3,4 or 6 weeks. On arrival and departure days activity staff are responsible for airport duties (escorting students); pastoral staff and teaching staff are required to welcome new students or entertain students who are not involved in arrival or departure. This will often be an afternoon activity such as a trip to the cinema, a walk up Glastonbury Tor, a trip to Clarks shopping village in Street etc. On Sunday mornings students are encouraged to complete any outstanding work, make sure their diaries are up to date and relax in their boarding houses.

On the first Monday after arrival all students undergo a small test to assess their level of English. Activity and Pastoral staff conduct tours of the campus for students whilst tests are marked and then they are put into their first class as soon as possible.

### Typical Weekly Timetable

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Morning</b>	Arrivals & Departures	Test or English lessons	English lessons	Excursion Run by non-teaching staff	English lessons	English lessons	English lessons
<b>Afternoon</b>	Local trips & activities	Activities & clubs	Activities & clubs	Excursion Run by non-teaching staff	Activities & clubs	Activities & clubs	Excursion run by teaching staff
<b>Evening</b>	Social programme	Social programme	Social programme	Social programme	Social programme	Social programme	Social programme

All staff require enhanced Criminal Record Bureau checks and/or to provide a certificate from their own country or one they have been resident in. We are required to obtain references. We are also required to ascertain the right to work in the UK for all staff by viewing their passport, EU identity card or work visa. We employ native speakers and occasionally near native speakers. We can obtain National Insurance numbers and Workers Registration Certificates if required. We endeavour to fulfil our obligations regarding the CRB checks **in advance** of the course and your co-operation with this would be appreciated. These are legal obligations with regard to the UK employment laws and as such must be completed.

All staff are paid weekly in arrears. Food and accommodation is free for the duration of your stay and we pay 12% holiday pay at the end of your contract. Contracts for new staff are usually for 4 weeks extendable to six weeks by mutual consent. Returning staff can usually expect a six week contract. We expect a lot of effort and high standards from our staff, but we endeavour to continually improve employment conditions and are never complacent. We welcome any suggestions to improve in any area.

Because we can only recruit staff in line with the number of students signed up to the course it sometimes takes a long time to be able to confirm a job offer. Whilst we appreciate this is difficult for applicants who need to know if they have employment we hope you can also understand our position. If after an interview we feel someone is definitely not going to be employed by us we will tell them as soon as possible. If after an interview we feel we would like to employ you we then have to wait for student numbers to increase sufficiently and for the right position to become available. We continue to take student bookings even after the start of the courses so it is possible to be offered a job whilst the courses are running. Sometimes unfortunately we will be unable to offer employment to everyone we successfully interviewed despite the fact that we consider they would make an excellent member of staff.

The induction for all staff will start at 1100hrs in the Meyer Theatre at the main Millfield Campus on the Friday before the students arrive. (Managers arrive earlier). Staff who will be working at Millfield Prep School or Downside will transfer to their campuses prior to the students arriving. Arrangements for this will be confirmed at the induction.

The address is Millfield, Street, Somerset. BA16 0YD. There is plenty of car parking space available in the main North car park or outside your allocated boarding house if you are staying on the Millfield campus.

## TRAVELLING TO MILLFIELD

The nearest train station is Castle Cary and we run a free pick-up service on the Friday morning. Please contact Tony Dubens [tonydubens@googlemail.com](mailto:tonydubens@googlemail.com) or tel: +44 (0) 7900 555666) who will co-ordinate the pick-ups. London Paddington to Castle Cary can take as little as 1hr 40 minutes. Bristol Temple Meads is the nearest city train station and you can catch a service bus just outside the station via Wells to Street. There is a service bus stop outside Millfield School. We are located on the edge of the small town called Street, and the high street is approximately half a mile away. If your bus doesn't stop outside the school there is a bus stop outside the library in Street and a taxi rank in the same road.

The nearest airport is Bristol airport which is approximately one hour away. You will have to take a taxi or get a bus into Bristol and then on to Street. FirstGroup is the local bus company; you can check the routes/timetables online. If you are travelling a long distance and are unable to travel on the Friday we can offer you a bed for the Thursday night but you will have to make your own arrangements for food until catering for the course starts at lunchtime on the Friday. If you are arriving on the Thursday we will give you a phone number for the person to contact on arrival who will show you your room etc. Please arrive no later than 2200hrs UK time.

Further information and maps can be found on the school web site link

[http://www.millfieldschool.com/about/visiting\\_info/visitinginformation-intro.htm](http://www.millfieldschool.com/about/visiting_info/visitinginformation-intro.htm)