



**Haileybury**  
**International Summer School**

## **FAQs for Residential Summer School Staff**

### **How long will my contract be?**

Contracts for Summer School will be for four weeks plus 3 to 6 days (depending on the role) paid induction.

### **Is accommodation provided?**

Accommodation is provided as part of the contract. You will be allocated a single room in one of the single-sex residences and undertaking some pastoral duties in the residence will be part of your role (how many depends on the role applied for). Bathroom facilities will be shared with other staff members but not pupils. Guests are not permitted in the residences and smoking and alcohol (including vaping) are strictly prohibited. Your room will be cleaned and bed linen changed once a week but you will need to bring your own towels.

Accommodation will be available from the day before your induction until the day after the contract ends. When staying on site, you will be bound by the conditions of your contract.

### **Will I be able to lock my room?**

Most rooms do not have locks but all have a lockable space within the room. You can also leave valuables in the school safe or with the Summer School Administrator but we don't recommend bringing items of great value.

### **What about laundry?**

There will be a laundry service once a week and staff will have access to washing machines to do their own washing when they please.

### **I don't have a car. Can I be collected from a train or bus station at the start of my contract?**

If we are notified in advance, we may be able to arrange pick-ups from Hertford East and Rye House (Hoddesdon) train stations or Stansted Airport, where there is a National Express coach station.

### **Are meals provided?**

All meals are provided and staff will have access to tea, coffee, water and snacks throughout the day. There will always be vegetarian options at all mealtimes and we can cater for a variety of special diets, if you inform us in advance.

**Will I be able to choose my days off?**

All staff will work a six day week and be asked to sign a 48 hour waiver. Days off will be allocated by the Senior Team and will depend on the needs of the programme. Teachers will usually have a Sunday as their day off and House Parents, Activity Staff and Pupil Mentors will not usually have days off at the weekend. If you have a special event (e.g. a wedding or graduation), please let us know when you apply (or as soon as you know) and we will do our best to accommodate this, although this is not guaranteed.

**Will there be access to Wi-Fi?**

Yes, there is Wi-Fi all over the site but in boarding houses for staff and pupils. It will be switched off at 10pm so that pupils can sleep but staff will have access 24 hours per day.

**How and when will I be paid?**

Salaries (pro rata) which include holiday pay, are paid into a UK bank account and are paid monthly in arrears. Currently payment is made by B.A.C.S no later than the last day of the month. Unfortunately, cash payments and advances are not possible.

**Can I use the sports facilities in my time off?**

Sports facilities (pool, fitness suite, squash courts, sports hall, astro pitches) will be available for all employees however only at certain times.

**Will there be opportunities for professional development?**

All Summer School staff must undertake Safeguarding training and Basic First Aid training. There will also be weekly INSETTs for all teams and the opportunity to plan lessons and sessions with experienced members of staff who will support you.

All staff will be observed by their line manager and receive constructive feedback. There will also be the opportunity for peer observations and we actively encourage supported experiments across all areas of the programme.

**What clothes will I need?**

All staff will be expected to wear smart casual clothes (no shorts, short skirts, T-shirts, ripped jeans, flip flops). When supervising activities, appropriate sportswear is required.

All staff will be provided with branded polo shirts which should be worn at all times when on duty (except when teaching).

Many excursions will involve a lot of walking so make sure you bring comfortable footwear.

For any queries, please contact [HR@haileybury.com](mailto:HR@haileybury.com).