



Gordonstoun International Summer School Information for Staff 2022

1. The dates of the 2022 Courses for students are:

Course No. I: Friday 8th July – Monday 1st August

Course No. II: Friday 15th July – Monday 8th August

2. GISS can only receive applications from people who are eligible to work in the UK. The date for the return of your application is shown on the covering email containing the link to this form. The selection will be made and communicated to applicants within 4 weeks.
3. Arrival & Departure Information:
 - a. **Arrival:** Latest arrival time at Gordonstoun is **Tuesday 5th July by 5.00pm**. However, arrival earlier in the afternoon is recommended where possible so you can register, settle in and familiarise yourself with the campus.
 - b. **Departure:** At the end of the course you will be free to depart after your student travel duty is complete. The departure date is dependent upon which department you are applying for:
 - Monday 1st August - Art, Technology, IT, Music & Academics.
 - Monday 8th August – Sport, Recreation, Clubs, West Coast Adventure & Academics
 - c. Please only apply if you are able to commit to the full time of the course. However, if there is an issue please contact the GISS Office to discuss.
 - d. You will be responsible for your own travel arrangements. The nearest train station is Elgin and the nearest airports are Inverness and Aberdeen. We recommend you talk to the GISS office before booking.
 - e. If you arrive by private car it can be kept on School grounds, with restricted use during Summer School.
4. Accommodation & General Administration:
 - a. All Staff will be accommodated in a boarding house on campus (usually in single rooms, not en-suite). West coast adventure staff will live in the adventure centre.
 - b. All food will be provided and most accommodation will have washing machines which are available to be used for your personal laundry. The Healthcare Centre will be available to Staff.
 - c. There is a salary scale depending on your age, qualifications and course. Please discuss with GISS staff.
 - d. You should provide your own clothing and equipment appropriate to your department and leisure/recreational activities that you may be assisting with throughout the course. If in doubt please contact us.
 - e. Copies of timetables will be available for you at the start of the course.

5. Department Overview:

You will be required to choose a department in which you wish to work, for further information or enquiries on each department please contact the GISS office.

Students are divided into mixed age groups of about 20 students, aged 8-16. For the two weeks they are on campus the groups rotate through the departments according to their "colour group" timetable. Students spend a week on the West Coast which is divided into 3 days living and sailing on the yachts and 3 days in the adventure centre.

Art: The aim is for students to develop their artistic skills with a variety of projects, including painting; drawing; screen printing; T-Shirt design; clay work; jewellery making and much more.

Technology: In excellent workshops the students will work on a range of different projects in both wood and metal. Supervision is crucial and the staff will work closely with all the students as they create their projects.

Music Making: Their aim is to put on a small group concert that other staff and Student Leaders can come along to and enjoy and then a final concert at the end of the course to showcase each group's best collective piece of music. They use a variety of musical instruments as well as singing so everyone gets involved in some way.

Sports: Sports takes groups for individual sports activities, such as football, tennis, basketball and volleyball and much more! They also run Inter-Clan competitions, indoor climbing sessions, manage the obstacle course, and run swimming and athletics competitions as well as many other sports and activities.

Academic Classes: Students are placed into small classes for their chosen academic subject, which can be English as an Additional Language (EAL), Literature and Creative Writing, Computing & IT, International Citizenship or Spanish. We require teaching assistants to support the delivery of these classes and particularly to support one to one interaction with students.

Media Department: Responsible for all social media during the course and managing the parent portal content.

Recreation Department: This department is responsible for organising and administrating many of the significant GISS events, for example student welcome meetings and final prize giving dinner. This department also organises student trips and activities that form the recreation programme. This can include trips, offsite activities, airport runs, helping with sports and various competitive events. They assign the staff to assist with the activities.

West Coast Adventure: The roles are based in the adventure centre on the West Coast of Scotland, near Oban and not on the Gordonstoun Campus. The roles are pastoral, similar to house staff; however, staff are encouraged to accompany the students in the activities as much as they wish. Students spend three days in the adventure centre which is fully equipped and has small dormitories where the students live and sleep. The days are action packed and they enjoy a range of activities.... abseiling, climbing, coasteering, mountain biking, gorge walking, canoeing, etc.

Students choose one club and these will also need to be staffed:

Drama: With enthusiasm and encouragement they explore their teamwork and creativity, working towards producing a short play at the end of the course.

Outdoor Adventure: Depending on staff qualifications and skills students will choose from mountain biking, climbing & abseiling, weasling, canoeing, kayaking, walking, bush craft skills etc

Photography: Learning all aspects of photography and digital management of photographs

Football: Staffed as part of the Sports department



Gordonstoun International Summer School

The Role of a Staff Assistant

Background: The Gordonstoun International Summer School was founded in 1976 and 300 boys and girls from approximately 40 countries currently attend the Gordonstoun International Summer School each year. There is a staff of 150 including senior Staff, Staff Assistants and Student Leaders. The students are here to improve in their academic subject or language skills and to experience outdoor, creative and recreational activities within the Gordonstoun ethos.

Role Overview: Staff Assistants have a role within the department and in their boarding house. Additionally, they are required to assist with general supervision across the programme. Each Staff Assistant is responsible to their Head of Department (HoD) for the overall performance of their duties; in the House they will report to the House Parent. Staff Assistants support students and Student Leaders (17-year-old group leaders assigned to each group) to achieve their full potential and enjoy all that the programme offers, by setting a good example and encouraging them throughout.

1. Assist within the assigned department classes for the requisite number of periods as arranged by the relevant HoD. Work with the students to support them to enjoy the class and achieve personal success. This will include helping to teach the relevant topics for the department and assist with class room management and reports.
2. Support the House Parent to provide excellent pastoral care of the students within the houses; interacting with the students, caring for them and spending time getting to know them and support them. Within the House these might include checking that beds are made, assisting the students with laundry, house shop, tidiness, timing and being "on duty", plus undertake clearing and other duties in the dining hall whenever timetabled.
3. General supervisory role you will be expected to assist in a range of other activities, this is likely to include working with other departments as necessary; accompanying students on activities and trips; being assigned to travel duty; supervising break times and whatever else may be reasonably assigned by senior members of staff.
4. Be vigilant at all times with regards to the well-being of the students and pass on any concerns about students to the HoD, House Parent or the Director. (using the IT system as appropriate)
5. Maintain good order and discipline amongst students, to safeguard their health and safety and, when appropriate, to check their attendance in class and elsewhere in School.
6. Assist each group or class to integrate fully with each other, their clan and the Summer School as a whole. Promote the use of English within each group or class at all times.
7. Attend meetings at the start of the course and within the House whenever reasonably called by the HoD, House Parent or Director.
8. Ensure that you are adequately briefed for every activity and are confident to undertake it - if not ask for additional information or instruction (this is particularly important within your department where you will be supervising students to do the activities).
10. Be a role model for the Student Leaders, guiding and supporting them both in the department and the house and during other activities.
11. Maintain discipline in a firm but fair way, whilst creating a caring and supportive environment. For both Students and Student Leaders, it may be their first time away from home and many students are often speaking a second language. Support those who are finding parts of the programme difficult and demanding.