



Langley
SCHOOL



Brief for the position of

**HOLIDAY CLUB
ACTIVITY SUPERVISOR**
(ZERO HOURS)

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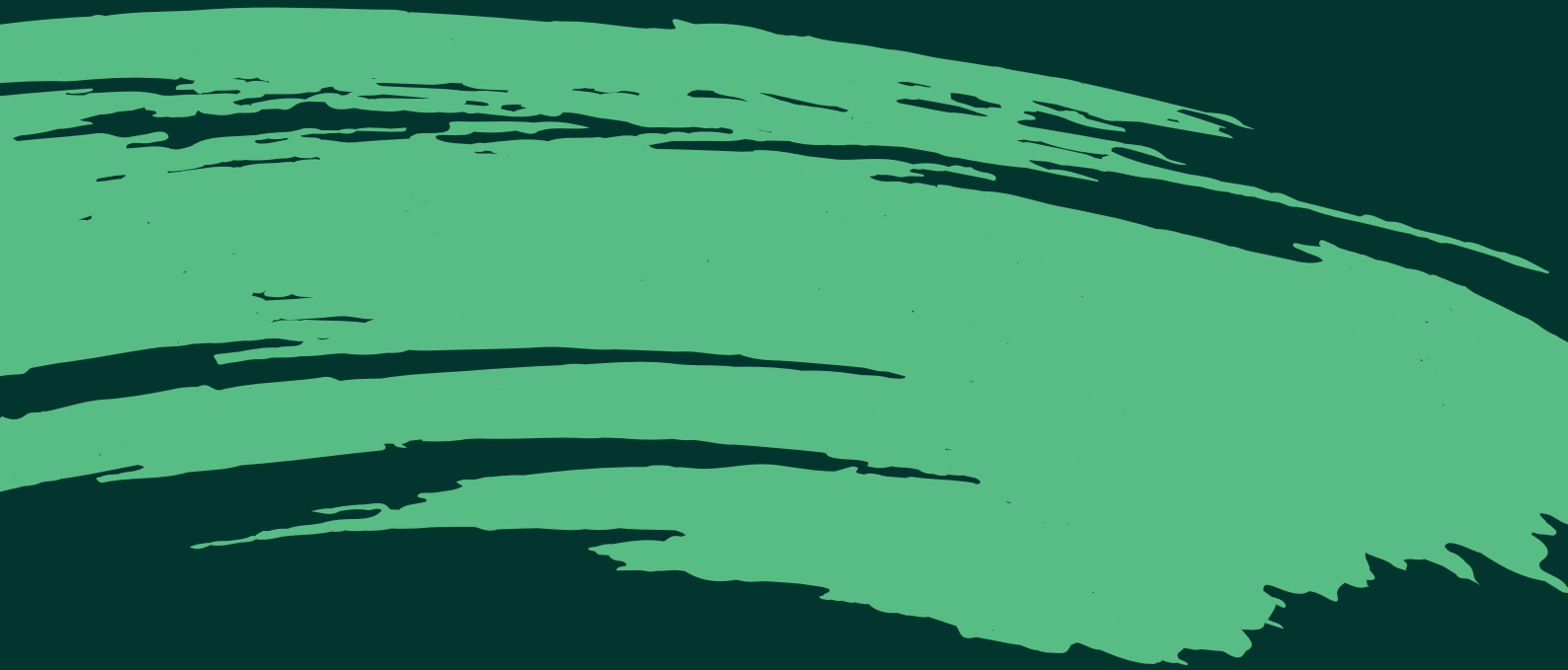
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking **Holiday Club Supervisors** to join our Holiday Club Team **at Langley Prep School, Taverham.**

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: Bluebell Nursery, Pre-Prep and Prep school are based in Taverham; Bluebell Nursery, Senior school and Sixth Form are just outside Loddon.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding.

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- 1 Langley Prep School, Taverham
 - 2 Langley Senior School, Loddon



03 THE ROLE

Site: Langley Prep School, Taverham, Norwich (NR8 6HU)

Reporting to: Holiday Club Manager

Hours: Zero Hours (according to need), during the school holidays

Salary: SS15 - £15.67 per hour plus 14.54% rolled up holiday pay totalling £17.95

Contract type: Zero Hours

Langley School is seeking to recruit Holiday Club Supervisors to join our new Explorers Holiday Club team. Supervisors will lead staff in delivering fun, engaging and safe activities for children (aged 5 to 13 years) attending the holiday club over **July and August**. The team will ensure a positive experience for all participants by creating a welcoming environment, promoting inclusion and maintaining high standards of care and safety.

Hours will be available during half terms, Easter and over the Summer break.

Langley is a fantastic place to work, with wonderful staff, a supportive parent body, and interesting and interested young people all around us. There is a real sense of family and community warmth to Langley, and it's an environment that is both stimulating and rewarding.





04 JOB SPECIFICATION

KEY RESPONSIBILITIES

Activity Leadership & Quality Oversight

- Plan, coordinate, and oversee the delivery of age-appropriate activities including sports, arts and crafts, games, and themed sessions.
- Lead staff in delivering engaging sessions, ensuring consistency, quality, and adherence to programme standards.
- Monitor activity effectiveness and make improvements where required.

Child Supervision & Welfare Management

- Take overall responsibility for the safety, supervision, and well-being of all children within the setting.
- Ensure staffing ratios are maintained at all times and that safeguarding procedures are consistently followed.
- Support staff in managing behaviour appropriately and intervening to resolve complex situations, when needed.

Engagement, Inclusion & Behaviour Leadership

- Foster a positive, inclusive environment that encourages participation and supports the needs of all children.
- Model and promote positive behaviour strategies, providing guidance to staff in managing conflict and reinforcing expectations.

- Identify and respond to individual needs, ensuring all children are supported to engage successfully.

Health, Safety & Compliance

- Ensure that risk assessments are understood, implemented, and reviewed as needed.
- Take the lead in maintaining a safe environment, escalating concerns where necessary.
- Oversee first aid responses and ensure emergency procedures are followed correctly by the team.

Communication & Reporting

- Act as a key point of contact for parents/carers, providing professional updates on children's experiences and handling more complex queries or concerns.
- Ensure timely and accurate reporting of any issues to the Holiday Club Manager, including safeguarding, behaviour, or operational concerns.
- Support staff in developing confidence and consistency in their communication with families.

05 SKILLS & EXPERIENCE

ESSENTIAL:

- ✓ Strong communication and interpersonal skills
- ✓ Ability to coordinate and manage staff and motivate groups of children
- ✓ Ability to follow instruction and work as part of a team
- ✓ Leadership experience

DESIRABLE:

- ✓ First Aid qualification
- ✓ Teaching Qualification
- ✓ Current DBS on the update service
- ✓ Sports coaching qualification
- ✓ Creative skills for arts, crafts, and themed activities
- ✓ Safeguarding knowledge Additional Information
- ✓ A DBS check will be required for this role
- ✓ Training and induction will be provided prior to the start of the holiday club



06 CANDIDATE BENEFITS

The successful candidate will be eligible for the following benefits upon commencement of employment:

- ✓ Professional development and ongoing CPD through internal and external training
- ✓ 24/7 access to the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being
- ✓ Free onsite parking
- ✓ A truly unique and inspiring work environment, set on a heritage site surrounded by over 100 acres of green space and woodlands

TERMS AND CONDITIONS

The starting salary will be competitive and commensurate with the qualifications and experience of the person appointed.

We reserve the right to interview and appoint before the closing date.

PRE-EMPLOYMENT CHECKS

All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than midday on:

Wednesday 15th July 2026

Please note that we will be reviewing applications as they come in and may therefore interview and appoint prior to the final closing date.

To apply for this position, please complete the online application process; CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

For any further information please contact:

T: 01508 520210

E: HR@langleschool.co.uk



A dark teal silhouette of a castle with three towers and a central archway. The towers have crenellated tops. The central archway contains a smaller silhouette of a building with a crenellated roof.

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