



Leadership and Sustainability Specialist

To apply, please complete the application form [here!](#)

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate, Inspire, and Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As a Leadership and Sustainability Specialist, you are responsible for planning and delivering engaging lessons that meet the needs of international students. You will design a programme which aims to shape the leaders of tomorrow and foster teamwork, enjoyment and positivity for students of all abilities and ages.

Please note that the specialist position can be combined with the EFL or Activity Leader role.

If you are interested in working as Electives Specialist and an EFL Teacher or Activity Leader, please email recruitment@uklc.org for more information.

Job Description

Contract Type: Fixed Term

Reporting to: Course Director

Opportunity for Progression: Course Director



Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

Summer Delivery

- Meet and greet students at the centre as required.
- Design and deliver an engaging leadership & sustainability programme ensuring that the students are involved and enthusiastic.
- Emphasise oral communication and active learning to engage students in and out of the classroom.
- Create a positive learning environment and take all necessary measures to ensure students get the most out of the lessons and enjoy themselves.
- Maintain discipline and ensure that students understand what they have to do.
- Be punctual for all lessons, activities and excursions.
- Be observed by the Course Director/Senior Academic Leadership and by other interested parties (notified in advance).
- Maintain the good name and reputation of UKLC and Wycombe Abbey at all times.

Feedback, Communication and Administration

- Participate in daily team meetings and provide regular feedback to the Course Director and Centre Manager.
- Act as a point of contact for students, addressing any questions or concerns about the programme.
- Feedback regularly to the Course Director.
- Work with the team to maintain team and student discipline.
- Complete all class registers, work records, reports, and certificates accurately.
- Submit end-of-contract feedback to support programme improvement.



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- Complete an end-of-contract feedback report to support future programme improvements.

Safeguarding Responsibilities

- UKLC and Wycombe Abbey School are committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Maintain the good name and reputation of UKLC and Wycombe Abbey School at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Act as a positive role model, promoting UKLC's values at all times.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

Working Hours

- As a leadership and sustainability specialist, you will deliver eight sessions per 2-week turn for a total of 16 hours per fortnight.
- Teaching may take place at weekends.
- UKLC have a comprehensive and highly commended British Council accredited syllabus which our teaching team use. Therefore, paid planning is not included in your working hours.

Session Breakdown

- 2:00pm – 4:15pm (including one 15-minute unpaid breaks)



Salary and Benefits

- Full-board accommodation is provided for residential team members. We do not deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- Hourly salary (including holiday pay) is £20.17.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.



Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience in designing and delivering leadership workshops and courses.	<ul style="list-style-type: none">• Previous experience of summer schools or working with young people.• Previous experience in roles such as counsellor, mentor or youth leader.
Qualifications	<ul style="list-style-type: none">• A degree in Education, Environmental Studies, Sustainability or Leadership Studies.	
Skills and Knowledge	<ul style="list-style-type: none">• Native English speaker/ near native level of English.• Competent with Excel.• Knowledge & experience in their chosen elective subject.	<ul style="list-style-type: none">• Knowledge of the local area.• Creative ideas.
Personal Qualities	<ul style="list-style-type: none">• Adaptability and flexibility.• Boundless energy and enthusiasm.• Excellent communication and motivational skills.• Willingness to learn and adopt new teaching methods.	



**Legal
Requirements**

- Full right to work in the UK.

**Safer
Recruitment
Checks**

- Minimum of 2 reference checks.
- Enhanced DBS Check.
- Overseas Police Check (if applicable).
- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable).



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Sample Week

On the sample programme below, as leadership and sustainability specialist, you would work on the sessions named Elective.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Week 1	08:00 - 9:00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	09:00 - 10:00	Arrival Registration between 14:00 and 17:00 with hourly site tour. Light activities during the afternoon. Evening of unpacking and getting to know each other.	Lesson	Lesson	Oxford Tour with colleges and museums	Lesson	Lesson	London: London Eye, Walking tour and the British Museum	Lesson
	10:00 - 10:15		Tea Break	Tea Break		Tea Break	Tea Break		
	10:15 - 11:15		Lesson	Lesson		Lesson	Lesson		
	11:15 - 11:30		Break	Break		Break	Break		
	11:30 - 12:30		Lesson	Lesson		Lesson	Lesson		
	12:30 - 13:30		Lunch	Lunch		Lunch	Lunch		
	14:00 - 15:00		Elective	Elective		Elective	Elective		
	15:00 - 15:15		Tea Break	Tea Break		Tea Break	Tea Break		
	15:15 - 16:15		Elective	Elective		Elective	Elective		
	16:15 - 16:45		Break	Break		Break	Break		
	16:45 - 18:00		Sports & Activities	Sports & Activities		Sports & Activities	Sports & Activities		
	18:00 - 18:30		Free Time	Free Time		Free Time	Free Time		
	18:30 - 19:30		Dinner	Dinner		Dinner	Dinner		
19:30 - 21:00	Speed Meeting		Cinema Visit	Paparazzi		Oscars Night	British Sports		Puzzles & Challenges
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time		
Week 2	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Cambridge tour with King's College	Breakfast	Departure Between 9am and 12pm. See you in 2027!	
	09:00 - 10:00	Lesson	Lesson	Extra Rest	Lesson		Lesson		
	10:00 - 10:15	Tea Break	Tea Break	Tea Break	Tea Break		Tea Break		
	10:15 - 11:15	Lesson	Lesson	Lesson	Lesson		Lesson		
	11:15 - 11:30	Break	Tea Break	Break	Break		Break		
	11:30 - 12:30	Lesson	Lesson	Lesson	Lesson		Lesson		
	12:30 - 13:30	Lunch	National Gallery, Dinner out and West End theatre show	Lunch	Lunch		Lunch		
	14:00 - 15:00	Elective		Lesson (13:45 - 14:45)	Elective		Elective		
	15:00 - 15:15	Tea Break		Tea Break (30)	Tea Break		Tea Break		
	15:15 - 16:15	Elective		Elective	Elective		Elective		
	16:15 - 16:45	Break		Break	Break		Break		
	16:45 - 18:00	Sports & Activities		Elective	Sports & Activities		Sports & Activities		
	18:00 - 18:30	Free Time		Free Time	Free Time		Free Time		
	18:30 - 19:30	Dinner		Dinner	Dinner		Dinner		
19:30 - 21:00	Red vs Blue	Bowling		Around The World	Quiz Night	Talent Show			
21:00 - 22:00	House Time	House Time		House Time	House Time	House Time			



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Available Dates

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Wycombe Abbey Summer School is running from 6th July – 17th August 2026 at Wycombe Abbey School in High Wycombe.

Join Us! Ready to inspire? [Click here](#) to apply!

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!