



## **Sport, Health and Wellbeing 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 Sport, Health and Wellbeing Specialist, you will lead the planning and delivery of a fun, active and safe programme. You will create an engaging environment that fosters teamwork, skill-building, and enjoyment 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](mailto:recruitment@uklc.org) for more information.

### **Job Description**

**Contract Type:** Fixed Term

**Reporting to:** Excursion and Activity Manager

**Opportunity for Progression:** Excursion and Activity Manager



## **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**

- Deliver an engaging sport, health & wellbeing programme ensuring that the students are involved and enthusiastic.
- Prepare and deliver the programme with the support of the Excursion and Activity Manager and Course Director.
- Maintain and be responsible for all activity equipment, materials and registers.
- Ensure that all equipment and materials are in place for the start of an activity and returned at the end.
- Maintain the good name and reputation of UKLC and Wycombe Abbey at all times.
- Participate in team meetings.

## **Feedback, Communication and Administration**

- Participate in daily team meetings to align on schedules and share feedback.
- Deal quickly and effectively with student queries regarding the programme.
- Help to maintain activity noticeboards and other communication tools.
- Maintain accident and damage records.
- Feedback regularly to the Excursion and Activity Manager.
- Read, understand and sign off to all risk assessments for the programme.
- Act as a point of contact for students, addressing any questions or concerns about the programme.
- Work with the team to maintain team and student discipline.
- 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 Sport, Health and Wellbeing 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
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in Personal Training and nutrition for all ages.</li></ul>	<ul style="list-style-type: none"><li>• Working with young people in summer schools or similar settings.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• National Governing Body Sports qualifications and/or PGCE in Physical Education.</li><li>• Certification or Degree in Personal Training and Nutrition or similar.</li></ul>	<ul style="list-style-type: none"><li>• At least two-year professional experience in the field.</li><li>• Lifeguard qualification.</li><li>• Relevant First Aid qualification.</li><li>•</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the needs of different age ranges when it comes to workouts and nutrition.</li></ul>	<ul style="list-style-type: none"><li>• Passion for Sport</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Adaptability and flexibility.</li><li>• Boundless energy and enthusiasm.</li><li>• Excellent communication and motivational skills.</li><li>• Willingness to learn and adopt new teaching methods.</li></ul>	
<b>Legal Requirements</b>	<ul style="list-style-type: none"><li>• Full right to work in the UK.</li></ul>	



**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).

## Sample Week

A Sport, Health and Wellbeing Specialist will deliver eight sessions per fortnight as outlined below.

- Day 1: Introduction and First Circuit
- Day 2: Wellbeing through Nutrition, Mindfulness and Swimming
- Day 3: Introduction to Weights and Muscle Work + Climbing
- Day 4: Cardio Challenge and Outside Yoga/Meditation
- Day 5: Workshop and Final Showcase Introduction + Mini Tournaments
- Day 6: Circuit Tryouts Part 1 and Swimming
- Day 7: Circuit Tryouts Part 2 and Climbing
- Day 8: Final Day (flexibility to choose based on most successful activities).



# WYCOMBE ABBEY SUMMER PROGRAMME

If you would like a sample breakdown of the timings and content of the sport, health and sessions, please email [recruitment@uklc.org](mailto:recruitment@uklc.org) to request a copy.

On the sample programme below, as sport, health and wellbeing specialist, you would work on the sessions named Elective.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Week 1	08:00 - 9:00	<b>Arrival</b>  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.	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	09:00 - 10:00		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		Karaoke
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time		
Week 2		<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>	
	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Cambridge tour with King's College	Breakfast	<b>Departure</b>  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		
	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 -	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			



# WYCOMBE ABBEY SUMMER PROGRAMME

## 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 6<sup>th</sup> July – 17<sup>th</sup> 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!