The American School in London

Summer Program Director

Reports to: Operations Manager
Hours: 8.00 am - 4.00 pm M-F (times may vary during the 10 weeks of summer)
Contract: November 2026 - September 2027
Salary: Grade 7 on the support staff scales, £45,934 - 48,732 depending on experience

Overall purpose

To have overall responsibility for the successful planning and delivery of the ASL Summer Program. The selected candidate will be accountable for designing, budgeting, recruiting, promoting and supervising the day-to-day operations of the program, providing a safe, enjoyable, and age-appropriate experience for campers that is culturally aligned and similar to the day program at ASL. This leadership position is charged with the long-term objective of evolving and changing the program to improve offerings, and experiences and ensure sustainable financial performance.

Responsibilities

Program oversight

- Work with school administration to set strategy and goals for the summer program, in alignment with the overall goals of the school
- Develop and monitor budgets and KPIs
- Design and create the program of offerings (before the portal opens in March)
- Actively enhance and grow all aspects of the summer program
- Create or enhance program policies and procedures
- Conduct a post-summer debrief, incorporating surveys, performance data analysis and a report to management

People

- Ensure appropriate staffing for all programs, including the recruitment and ongoing management of staff
- Hire and schedule teachers, coaches, assistants, and counsellors with the assistance of the Canons Park Manager (s) and other team members.
- Ensure counsellors are interviewed, trained and supported to work in the program.
- Hire supporting staff when needed.
- Support HR to ensure all summer program hires are correctly DBS checked and complete necessary training materials before starting work.

Planning / Operations

- Conduct advance planning for all aspects of the program during the school year

- Coordinate between various departments to ensure the summer program and facilities are adequately prepared
- Work with the Transport Manager to ensure appropriate busing is arranged for offerings. Also, manage buses during the summer weeks..
- Supervise the morning drop-off and collections during the summer weeks.
- Support the Canons Park Manager and other program leads with any challenging parent communications or interactions during the summer weeks.
- Support the coordinator(s) with any issues related to parent registrations or refunds.
- Respond to messages from the summer email inbox from December.
- Supervise the careful release of campers by counsellors, coaches and teachers to their parents at Waverley Park.
- Manage any possible parent complaints, including but not limited to refunds, camp swapping etc
- Manage and support any child safeguarding concerns that may arise during the summer.
- Work with the Facilities Manager to organize room locations and spaces

Other

- Update and test the employment pages and forms, the summer web pages, and the Veracross portal listings.
- Manage and confirm the weekly payroll and submit it for processing.
- Work with the Accounts department on payroll, purchasing (Soldo cards), budgeting and abiding by the ASL financial procedures.
- Work with the Advancement department (ASL communications/website team) to set up / update the webpage and advertise the programs internally and externally through school announcements, emails and local magazines

Selection criteria

Essential qualifications/experience:

- Experience working with children of the ages 5 to 14 years old
- A positive and flexible attitude towards working in and leading a team
- Excellent communication and interpersonal skills
- A demonstrable awareness of and commitment to diversity and inclusion and to safeguarding in education
- Comfort with using a variety of technology platforms
- Previous experience managing/leading teams
- A professional approach and experience with customer service

Desirable qualifications/experience:

- Previous teaching or assistant teaching experience with children
- Previous experience with hiring extracurricular teachers and assistants
- Previous experience with designing and managing activities for children
- Experience with managing budgets and meeting financial or performance targets

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our Diversity, Equity and Inclusion statement here.