|  |  |
| --- | --- |
| Concord Logo BLK | **JOB DESCRIPTION and PERSON SPECIFICATION** |

**SUMMER SCHOOL**

**COURSE ASSISTANT (RESIDENTIAL)**

|  |
| --- |
| **Introduction** |

Concord College is one of the UK and the world’s premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord’s is run by the school in which it is hosted. It is expected that Concord’s Summer School will reflect and reinforce the values and ethos of Concord College as a whole and of its Main Term provision.

The summer course is a British Council accredited English Language course which runs during the month of July for students aged 10 to 17 years. Science courses are also provided for students aged 10 to 17 years.

All Summer School staff are expected to be in sympathy with the Summer School ethos and actively contribute towards its aims. Our goal is to provide a high-quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

|  |
| --- |
| **Course dates** |

**Wednesday 29 June to Thursday 21 July 2022**

***Please note: The above dates include induction training days and a post-course de-brief day, which are paid contracted days and attendance is mandatory for all Summer School staff.***

|  |
| --- |
| **Purpose of the role** |

Course Assistants report to the Summer School Director and Safeguarding Manager /Boarding Manager. They will provide support to senior summer school staff, teachers and boarding parents to ensure the smooth running of the courses and delivery of the best possible pastoral care to ensure the wellbeing of all students. The role of Course Assistant also includes undertaking boarding parenting duties.

The post holder will provide help, encouragement and support to students and act as a positive role-model, setting a good example by their conduct and conversation. The post holder should be professional yet caring and approachable and be aware that this may be the first time some students have been away from home.

|  |
| --- |
| **Qualifications/experience** |

Applicants must have completed and achieved qualifications at level 3 (e.g. AS/A level). Experience of working with young people is preferred. A qualification in either health & social care, working with young people, sport, performing arts or art is desirable.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

|  |
| --- |
| **Main responsibilities/duties include:** |

* attending staff meetings each weekday at 8.30am;
* assisting in checking any student absences;
* working as part of a duty team - duties will include supervising meal times and break times and accompanying/supervising students on excursions as per the timetable issued;
* listening to students and dealing with their queries/problems;
* supervising movie evenings;
* ensuring all students vacate the West End at the appropriate times;
* escorting students to/from their accommodation;
* assisting with the supervision of students during airport transfers at the start and end of each course;
* being mindful of students’ attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Summer School Director and/or Safeguarding Manager of any concerns;
* assisting with checking bedrooms each morning (7.30am – 8am) to ensure all students get up on time and encouraging them to have breakfast;
* reporting any students who appear unwell to the Safeguarding Manager and the senior team prior to the morning meeting at 8.30am;
* setting an example with regard to punctuality and standards of behaviour;
* engaging with students in a friendly but professional manner, ensuring that appropriate boundaries are maintained between yourself and students in your care;
* making time to talk to and, more importantly, to listen to students at room check at the end of each day;
* reinforcing the college rules and regulations, and supporting the boarding parents to ensure students are aware of and understand the rules at the beginning of the course and what to do in the event of an emergency at night;
* encouraging students to make their beds in the morning and keep their rooms neat and tidy;
* ensuring students are checked in their bedrooms by 10.30pm (or 9.30pm for all students under 12 years of age) as per the Relief Boarding Parent rota (magnetic locks are fitted to all main entrance doors to boarding accommodation, details of which can be found in the Summer School Staff Handbook and will be covered during induction);
* maintaining good communication with the boarding parents, senior management team and college nurses to ensure the best possible pastoral care of students;
* attending regular meetings with the boarding parents to discuss any issues related to students/boarding accommodation, particularly any pastoral concerns eg. homesickness, unhappiness;
* assisting the boarding parents with the writing of reports for students;
* assisting with checking that the appropriate notices are displayed in each section of the accommodation;
* liaising with the boarding parents if any room changes are requested and updating room labels etc;
* reporting repairs or maintenance issues to the Summer School Director and following up to ensure completion;
* checking on the condition and décor of rooms on the penultimate day of the course, along with the boarding parents and other Course Assistants;
* assisting with a night time fire drill in liaison with the Lead Boarding Parent of the relevant boarding residence;
* providing cover for the Lead Boarding Parents and Assistant Boarding Parents on occasions of absence as outlined in the Relief Boarding Parent rota;
* dealing with any emergency situation that may arise during the night in order to ensure the safety of students and staff;
* undertaking any other ad hoc duties as instructed by the Summer School Director, Assistant Summer School Directors and Safeguarding Manager.

**Please note:** Course Assistants shall be allocated accommodation within a boarding residence where they are expected to remain from 10.30pm and sleep in every night that students are present, unless specific permission is otherwise given by the Summer School Director.

Where Course Assistants are providing cover for other boarding parents in accordance with the Relief Boarding Parent rota, they are required to remain from 10.30pm and sleep in such other accommodation as specified by the Summer School Director

**Other duties may include:**

* supervising students crossing the road to the shop in the village (10.30-11am and 3pm-3.30pm);
* assisting with the Junior learners including day trips, afternoon sessions and some evenings;
* assisting PE/Sports teachers with afternoon activities;
* being on standby to volunteer for any additional activities;
* assisting Art teachers;
* supervising in the West End after lessons finish;
* answering telephone enquiries in the staff room.

Performance reviews will be undertaken by a member of the senior team on all staff during the course. This forms part of the appraisal process.

Staff are expected to dress appropriately for duties and be well presented at all times.

Further details and guidance on the responsibilities of the role will be provided in the Summer School Staff Handbook and during induction.

|  |
| --- |
| **Personal attributes/skills** |

* Reliable
* Empathetic
* Energetic and enthusiastic
* A team player
* Tolerant
* Adaptable
* Enjoys working with children
* Good communication skills

|  |
| --- |
| **Hours of Work** |

Variable hours between 8am and 10.30pm. Shifts and time off are organised on a rota basis.

Subject to restrictions on age, Course Assistants are also expected to remain in the boarding residence from 10.30pm and sleep in the boarding residence every night that students are present unless specific permission is given by the Summer School Director.

|  |
| --- |
| **Remuneration** |

Salaries are based on staff working a full course.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS, and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), a laundry service and three meals a day.

|  |
| --- |
| **Holiday entitlement and pay** |

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day’s leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

|  |
| --- |
| **Special conditions** |

***All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord’s policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

Applicants must have a right to work in the UK.  The College does not apply for work permits, visas or offer sponsorship