



JOB DESCRIPTION and PERSON SPECIFICATION

SUMMER SCHOOL 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. The Summer School offers a range of courses, including English Language, Humanities and STEM courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. 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

Session 2: Thursday 16th July – Monday 3rd August 2026

Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff

Purpose of the role

Summer School Assistants report to the Operations & Activities Manager and Assistant Director (Operations & Activities). They will also be supervised by the Assistant Director (Pastoral) & Designated Safeguarding Lead (DSL) / Pastoral Manager. They will provide support to the Senior Operations & Activities team and Senior Pastoral team 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 Summer School 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

Summer School Assistants must have as a minimum a level 3 qualification and be working towards a degree. Experience of working with young people is preferred. It is preferred that the degree is in a subject relevant to the post, but this is not essential. 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

Activities and Social Programme:

- assisting with preparations and setting-up for arrival and induction days;
- assisting with the supervision of students during airport transfers;
- assisting staff with welcome and Induction duties;
- supervising students on excursions and trips;
- supporting with delivering campus activities, including with set-up, and clearing away;
- supervising evening and weekend campus activities;
- organising the talent show performance;
- assisting with the departure process, including room checks where required;
- reporting maintenance issues to the Assistant Directors, and following up until completed;
- supporting operational managers with registers for enrichment activities and trips.

Boarding & Pastoral:

- assisting the Pastoral team in checking any student absences;
- undertake campus duties, including meal and break time supervision, patrolling, escorting students to/from accommodation, road crossing;
- supporting Senior Management and Boarding parents in enforcing college rules and regulations to ensure students understand rules and relevant emergency procedures;
- undertaking morning and evening bedrooms checks;
- assisting the Pastoral Management team with enforcing rules in the residences;
- assisting with accommodation and room preparations, including labels for doors, updating notice boards;
- attending and contributing to Boarding meetings as instructed by the Pastoral Manager;
- assisting with a night-time fire drill in liaison with the relevant Pastoral Management staff;
- providing cover for Boarding Parents on occasions of absence;
- dealing with any emergency situation that may arise during the night in order to ensure the safety of students and staff.

Other duties:

- attending meetings and relevant briefings as instructed by line manager and supervising senior staff;
- talking and listening to students and dealing with their queries/problems;

- being mindful of student behaviour and reporting any welfare concerns to Pastoral Management and the Senior Management team;
- 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;
- answering telephone enquiries in the staff room and providing administrative support;
- assisting teachers with their class activities;
- undertaking any other ad hoc duties as instructed by the Summer School Director, and Senior Management team.

Please note: Summer School 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 Summer School 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.

Summer School Assistants will be allocated specific schedule of duties as determined by the Summer School Director. Schedules and further details and guidance on the responsibilities of the role will be provided during induction.

Performance reviews will be undertaken by a member of the senior team on all staff during the course.

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

Personal attributes/skills

- Reliable and demonstrate initiative;
- Empathetic;
- Energetic and enthusiastic;
- A team player;
- Tolerant;
- Adaptable and flexible;
- Enjoys working with children;
- Component IT skills;
- Good organisation and communication skills.

Hours of Work

Variable hours between 7.30am and 10.30pm. Shifts and time off are organised on a rota basis. Timing may vary on trip days, arrivals and departure days.

Subject to restrictions on age, Summer School 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.

A minimum of one day each week will be off duty.

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