

Assistant College Manager

Summer School Job Description 2024

ABOUT IMMERSE EDUCATION

Immerse Education is a leading provider of academic programmes that take place in Cambridge, New York, Oxford, London, Sydney, San Francisco, and Toronto.

We welcome participants aged 13-18 to study a wide variety of subjects and provide an introduction to advanced study and insight into university life. During our two-week residential programmes, participants live and study in colleges of Cambridge and Oxford University, Sydney University, University College London, Barnard College and balance a challenging academic programme with an action packed schedule of social and cultural activities.

Each year we welcome students from over 100 different countries and our programmes have been recognised by a number of awards and accrediting bodies including The Queen's Award for Enterprise, the British Accreditation Council, BETA and COBIS.

ROLE BACKGROUND

Immerse Education is looking for great team leaders who are passionate about working with young people. We are looking for candidates with natural talent for organisation and logistics.

You must have the ability to motivate a team and be dedicated to the well-being of both your team and for the young people who attend Immerse Education summer programmes.

As the Assistant Manager you will work alongside the College Manager in helping to oversee the running of the summer programmes hosted within your assigned college, assist in leading a team of mentors and support academic tutors as they deliver the programmes each day.

Alongside four hours of academic sessions Monday to Friday, participants also enjoy a busy schedule of social and cultural events, some of which are organised and run by your mentor team under the leadership of the College Manager and Assistant Manager. Typically, the ratio of participants to mentors is 10:1.

The pastoral care provided by Immerse is what sets us apart as an industry-leading summer school provider and is an element of the programmes that we value highly and take very seriously.

You will liaise with students, mentors and staff for the duration of your session. It is a challenging opportunity that is highly rewarding.

RESPONSIBILITIES

- Support the College Manager in providing direction and clear leadership to the team of mentors within the college.
- Liaise with College Manager and Mentors in overseeing the day to day running of the programme, ensuring that all bookings (arranged in advance by Immerse) and organised activities are ready to proceed as planned.
- Monitor the well-being and behaviour of all participants and be a primary point of contact for safeguarding and welfare concerns within your college, responding in line with Immerse Education's policies and procedures (provided in advance, together with a training day).

RESPONSIBILITIES (CONTINUED)

- Communicate efficiently and effectively with Mentors, College Managers and Immerse head office.
- Build and maintain good rapport and working relationships with the full-time staff within the college, understanding that you are representing Immerse, a professional organisation, in this context.
- Supporting in keeping a detailed and accurate inventory list, managing day to day expenses and coordinating stock between other colleges when required.
- Support academic subject tutors with classroom set-up and management.
- Assist with the scheduling of airport transfers.
- Taking on the responsibilities of the College Manager in their absence (typically, once per week).

REQUIREMENTS

- Relevant experience of summer school leadership, or a similar role (essential).
- Detailed knowledge of the location you will be working in (essential).
- Experience in providing pastoral care for international students aged 13 to 18 (essential).

PERSONAL QUALITIES

- Ability to create a positive, supportive environment in which students, mentors and tutors are encouraged to perform to the best of their ability.
- Be pleasant mannered and personable with a professional demeanour.
- Be self-motivated to achieve the highest standards in all things, particularly with regards to the a proactive approach to problem solving, knowing when to work independently and when to ask for support.

PROGRAMME AVAILABILITY

The 2024 summer programmes run in two-week “sessions” between 26th June and 17th August.

The list of programme sessions for summer 2024 is provided in the table below. Contracts are given as four or six week contracts, though you will be required to start up to four days before the start of a session to receive training and help set up the summer school, if required.

You will be asked about your availability during the application process.

SUBJECTS OFFERED

SESSION	DATES	CAMBRIDGE	OXFORD	LONDON	TORONTO	NEW YORK
		AGES 16-18	AGES 13-15	AGES 16-18	AGES 13-15	AGES 16-18
1	02 July - 15 July	✓	✓	✓	✓	✓
2	09 July - 22 July	✓				
3	16 July - 29 July	✓	✓	✓	✓	
4	23 July - 05 Aug	✓	✓			
5	30 July - 12 Aug	✓	✓	✓		
6	06 Aug - 19 Aug	✓	✓			

APPLICATION PROCESS

1. Please complete the online application form which will require you to attach your CV.
2. Long-listed applicants will then be invited to a live webcam-based interview.
3. Successful candidates will undergo an enhanced DBS check and must provide a copy of their right to work for our records.
4. Successful applicants will be offered an opportunity to acquire an emergency first aid training certificate as part of the residential on-boarding training before the start of the programme.