

ABOUT IMMERSE EDUCATION

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

We welcome students aged 13-18 to study a wide variety of subjects, 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, or University College London 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 ROSPA.

ROLE BACKGROUND

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.

We are looking for outgoing, friendly and responsible individuals who are comfortable managing small groups of students from a variety of backgrounds.

You will live on campus and be responsible for ensuring that the individuals in your 'mentor family' are settling into the programme and making the most of the opportunities that the programme affords them.

Mentors should aim to create a 'home away from home' and act as both a responsible adult, and a friendly point of contact throughout the participants' time on the programme.

Summer school Mentors are a team of university undergraduate students who have been selected to supervise programme participants, to lead extracurricular activities and to organise evening social events. Summer Mentors are also assigned groups approximately 10 participants, for whom they are responsible for ensuring the well-being of for the duration of the programme.

As the primary point of contact for the participants in your 'mentor family' you are the main pastoral care provider and report to the College Manager within your assigned college.

Mentors stay on-site in the colleges and as such, work schedules can vary extensively throughout the duration of the contract. Rotas and working hours are scheduled by College Managers at the beginning of session.. This a highly challenging and rewarding position and mentors find the more they put into the programme, the more they get back.

RESPONSIBILITIES

- Provide support, information and guidance to participants, ensure they are aware of the programme schedule and participating accordingly
- Organise prepare and lead on extracurricular activities (ie sport, formal dinners, workshops, excursions etc)
- Be on-site each day providing pastoral and logistic support to participants and members of staff
- Accompany students to/from airports, assist them with registration, help with the transportation of luggage to their allocated rooms and show them around the College
- Assist the College Manager with site set up, including classroom preparation, display creation, cleaning and tidying as required
- On occasion, mentors provide lesson cover for tutors in their absence, though we try to minimise this as much as possible
- Ensure that every venue/classroom is cleared of rubbish, and is neat and orderly after ever single event, ready for the next session
- Assist subject tutors if/when required during subject-related practicals outings and field trips
- Special role - each mentor will be allocated responsibility over one of the following areas: managing social media, blogging, organising the final night party, AV, talent night coordinators, logistics, college tours, managing excursions.
- Attend evening meetings with the College Manager, followed by curfew patrols
- Be the face of Immerse Education to students, staff and parents and uphold our high standards of quality, safety and academic excellence
- Share your experience as an Oxbridge undergraduate student with the participants and provide useful insight on the application process to your field of studies
- Ensure the summer programme operates within health & safety and risk assessment guidelines
- Assist with other duties around the summer school as required

REQUIREMENTS

- Current or recent student at a Oxford or Cambridge University or a Russell Group University (essential if applying for the London Programme)
- Relevant experience of residential summer schools or summer camps (desirable).
- Relevant experience in events and/or customer service (desirable).

PERSONAL QUALITIES

- Applicants should be extremely organised, efficient and flexible, and able to work in a busy, fast-paced and often challenging, summer school environment
- Adaptability, integrity, enthusiasm, patience and ability to work with children of different ages.
- Be pleasant mannered and personable with a professional demeanour
- Be flexible in working times as early starts/late finishes may be necessary during peak times
- Be self-motivated to achieve the highest standards in all things, particularly with regards to the quality of experience participants receive
- Enthusiasm to get involved in all activities and ensure participants have an unforgettable experience with Immerse Education

PROGRAMME AVAILABILITY

The 2024 summer programmes run in two-week 'sessions' between the 29th June till the 17th August.

The list of programme sessions for summer 2024 is provided in the table below. Contracts are given as 2 and 4 week contracts though you will be required to start up to 1 day before the start of the session to receive training and help set up the summer school, where required.

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

Session	London	Cambridge	Oxford	San Francisco	New York	Toronto
Session 1: 29 June - 13 July	✓	✓	✓		✓	
Session 2: 6 July - 20 July		✓	✓	✓		✓
Session 3: 13 July - 27 July	✓	✓	✓			
Session 4 : 20 July - 3 August		✓	✓			
Session 5: 27 July - 10 August		✓	✓			
Session 6: 3 August - 17 August		✓				

APPLICATION PROCESS

1. Please complete the online application form which will require you to attach your CV.
2. Short-listed applicants will then be invited to an online webcam-based interview.
3. Successful candidates will undergo an enhanced DBS check and must provide a copy of their identification (e.g. passport, driving lessons) for our records.