

College Manager

Summer School Job Description 2023

ABOUT IMMERSE EDUCATION

Immerse Education is a leading provider of academic programmes that take place in Cambridge, Oxford, London, Sydney and 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 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 College Manager you will oversee the running of the summer programmes hosted within your assigned college, leading a team of mentors and supporting 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 your leadership.

The number of students under your care will vary according to the college and programme dates of your session and can be as low as 30 students, up to a maximum of 250. Typically the ratio of participants to mentors is 10:1.

You will be the primary point of contact and representative of Immerse for parents, students and staff for the duration of your session. It is a challenging opportunity that is highly rewarding.

RESPONSIBILITIES

- Provide direction and clear leadership to the team of mentors within the college, including delivering training (provided by Immerse), and supervising site setup and pack down.
- Oversee 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.

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RESPONSIBILITIES (CONTINUED)

- Maintain accurate records of staff and student attendance throughout the programme
- Communicate efficiently and effectively with Immerse head office regarding progress within your college
- Act as primary point of contact and lead within your college for parents, students and staff
- 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
- Keeping a detailed and accurate inventory list and coordinating stock between college managers when required
- Manage day to day expenses and sundry purchases, keeping accurate records and adhering to a budget
- Manage the staff rota, ensuring all team members work a similar amount of time and assigning responsibilities to mentors

REQUIREMENTS

- Relevant experience of summer school leadership, or a similar role (essential)
- Detailed knowledge of Cambridge or Oxford (essential)
- Experience in leading, teaching and providing pastoral care for international students aged 13 to 18 (essential)
- QTS or relevant teaching qualifications (desirable)
- Experience leading and motivating teams (desirable)

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
- Ability to motivate, encourage and bring enthusiasm to a team while maintaining professional distance
- Excellent communication, time management and prioritisation skills

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PERSONAL QUALITIES

- Highly organised, efficient and flexible, and able to work in a busy and fast-paced summer school environment
- Adaptability, enthusiasm, sense of humour, patience and resilience
- 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 quality of experience participants receive
- A proactive approach to problem solving, knowing when to work independently and when to ask for support
- Ability to work under pressure and manage the stress of others
- Ability to manage a budget and keep accurate expenses records

PROGRAMME AVAILABILITY

The 2023 summer programmes run in two-week “sessions” between 2nd July and 19th August.

The list of programme sessions for summer 2023 is provided in the table below. Contracts are given as two, 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.

Session	Dates	London	Cambridge		Oxford	
		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		✓	✓		

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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 a live webcam-based interview.
3. Final stage applicants will take part in an interview with an Immerse Director.
4. Successful candidates will undergo an enhanced DBS check and must provide a copy of their right to work for our records.
5. Successful applicants will be offered an opportunity to acquire an emergency first aid and mental health first aid training certificate as part of the residential on-boarding training before the start of the programme.