

Mentor

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

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 the two week contract. This a highly challenging and rewarding position and mentors find the more they put into the programme, the more they get back.

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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 every 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 (Oxford, Cambridge and London) among others
- 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 Oxford or Cambridge University (or London if applying for the London programme) (essential)
- Relevant experience of residential summer schools or summer camps (desirable)
- Relevant experience in events and/or customer service (desirable)

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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 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 an interview assessment center (if required some individual online webcam-based interviews may be conducted.)
3. Successful candidates will undergo an enhanced DBS check and must provide two references and a copy of their right to work for our records
4. Any personal data you submit as part of your application will be kept securely in compliance with GDPR regulations
5. Successful applicants will be offered an opportunity to acquire an emergency first aid and mental health training certificate as part of the residential on-boarding training before the start of the programme

"The engagement with Cambridge's traditions was seen in particular with the formal hall dining experience on Wednesday evening as we sat down in Sidney Sussex's grand hall for a brilliant three-course meal. Participants continued to learn about what life at Cambridge would be like through their academic studies during their classes.

Taught by top university academics, the academic sessions at the core of Immerse Education programmes gave participants an insight into university-level study, gaining a better understanding of how their chosen subjects would be explored at university."

- Mentor Blog ([Read More](#))

"The mentors are people just a few years older than the participants, who each have cool stories to share. They are the smartest and most chill people that can help you with tips about college applications and also make you cry from laughter with their college experiences.

They will guide you through your experience and will help you with anything you need, even if sometimes they are more confused than you!"

- Teddy, Immerse Participant ([Read More](#))