**College Mentor Job Description**

College Mentors are primarily responsible for delivering the Social Programme at the Colleges and for the day-to-day pastoral care of our students.

The welfare of students is our main priority during the summer and therefore College Mentors will need to be highly attentive and well organised in their approach to their supervision of students throughout the daily programme and when managing welfare issues. College Mentors will be expected to take ownership of all welfare matters within the college, supported by the other staff.

The importance of the Social Programme at a residential summer college cannot be underestimated. The success or otherwise of the activities and social events has a huge bearing on how the students interact with each other, which will ultimately contribute to their overall summer experience.

With students from a diverse range of countries and cultures, it is important that College Mentors have a sufficient presence to bring everyone together and create a fun, welcoming and vibrant atmosphere in the College. The College Mentor role is a demanding, yet highly rewarding position.

### Hours of Work

Due to the nature of the role, the College Mentors’ week is not divided into sessions like other summer school staff. College Mentors are required to work intermittently through the day, beginning with wake-up duties, and finishing with lights-out. College Mentors will usually receive at least one full day off per week.

**Pay (per week)**:

£500

**Contract Dates**:

Various - depending on school and position

Between 28th June and 13th August

### College Duties

* Assume responsibility for the welfare of all students
* Attend pre-course staff induction arranged by SBC
* Complete a First Aid course (arranged by SBC) and act as a First Aider
* Assist with welcoming arriving students and parents to the college
* Attend daily College Mentor meetings regarding pastoral issues, planning activities and excursion briefs
* Be on duty during all designated meal and break times ensuring appropriate standards of student behaviour and supervising student welfare at all times
* Oversee students moving throughout the daily programme, including key times at meals, wake-up / lights out, and break times
* Engage with the students at all times in a friendly but professional manner
* Be responsible for attending to unwell students and making arrangements with doctors when necessary
* Keep records of incidents, sickness and medical issues and inform the *Assistant College Principal (St Hugh’s)*/*Social Welfare Manager (Wycliffe)* and/or College Principal thereof
* Oversee general room tidiness and report any maintenance issues to the College Principal
* Manage laundry operations within the College, ensuring students are advised and assisted when sending clothes to the weekly external laundry service
* Pro-actively address student behavioural issues remaining professional and empathic while dealing with discipline and behaviour management in a positive and constructive manner
* Help ensure that the students do not breach the rules of the school
* Assist at any time, whether on duty or not, with an emergency situation, or where a student is ill or injured

**Social Programme Duties**

* With the other College Mentors and the Social Manager, take responsibility for the creation of the weekly Social and Wellbeing Programme, ensuring a varied and engaging programme of activities and events
* Design, plan & deliver activities to groups of students within the College Wellbeing Programme.
* Work alongside fellow College Mentors to plan & deliver structured & engaging whole college evening events.
* Lead students in the pre-planned afternoon and evening Social Programme sessions
* Lead groups of students on excursions, following pre-planned itineraries

# PERSON SPECIFICATION

All members of staff employed by SBC to work at the College will be expected to bring certain key qualities to the operation. Generally, there must be a real interest in working with children and in particular a strong empathy for working with international children. In general terms we look for staff who are:

* Approachable
* Enthusiastic
* Diplomatic
* Flexible
* Excellent communication skills
* Highly organised

Although College Mentors are not required to teach the English language lessons, we do expect them to be able to communicate effectively with our students, using an appropriate level of language to suit the group. We expect and require College Mentors to take control of the students and to be authoritative if necessary.

The safety and welfare of our students is of paramount importance at all times and this should therefore be the **priority** of College Mentors, with particular thought and attention paid to managing the children when off-site, often in busy public places.

College Mentors must be friendly and must demonstrate a genuine ability and interest in engaging with the children at all times. They must be helpful, will undoubtedly be required to be flexible and will most certainly require a good sense of fun!

**Should you be successful:**

* We will require the details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and/or equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates (either originals or certified copies) will be required for our records.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*