



SENIOR PASTORAL AND ACTIVITIES LEADER 2026 JOB PACK

Who is InvestIN?

InvestIN's mission is to bridge the gap between school and the workplace. Our 1 – 2 week immersive experiences provide 'the ultimate work experience' for 15 – 18 year olds through a combination of interactive simulations, site visits, seminars, networking sessions and career coaching to build an understanding of their dream career.

We have a global reach with over 70,000 students from 100+ countries and 4,000+ schools attend our Summer programmes, with 50% of our students joining us from countries abroad. Around half of our students stay with us in our central London accommodation, enjoying our exciting social programme of evening and weekend activities and additional opportunities to network with their peers.

Why work with us?

InvestIN is an exciting, fast-paced and supportive environment, and working with us as a Senior Pastoral and Activity Leader offers fantastic opportunities to develop your experience working with young people.

Our comprehensive training programme will teach you valuable skills in:

- Supporting young people's wellbeing and pastoral care
- Leading social activities
- People management
- Organisation, multi-tasking and problem solving
- Safeguarding training, including e-learning modules through TES
- First Aid Training

We also support our team throughout summer with regular check ins with the wider pastoral team and staff socials.

The Role

Our Senior Pastoral and Activity Managers play a crucial role in the smooth operation of our centres. They will manage a team of 3-4 Pastoral and Activity Leaders (PALs), supporting with the day-to-day care of the students and taking responsibility for the delivery of our students' social programme.

Key Duties:

PAL Cover:

- Cover the duties of the PALs you manage, including taking responsibility for their group of 25 students, supporting their wellbeing and escorting them to programmes
- Facilitate handovers between Programme Team and Centre Team, including briefing PALs returning from days off

- Support with student registration, communicating absences with relevant parties and supporting with door knocks and Missing Persons Protocol

People Management:

- Line manage 3-4 Pastoral and Activity Leaders, including regular check-ins and providing support throughout their contract
- Support PALs with any queries, including helping them find relevant resources and put them in touch with relevant points of contact
- Act as a triage point for PALs, escalating relevant issues to Assistant Centre Managers
- Attend regular meetings with the Senior Centre Staff team
- Keep track of any overtime worked by team members, facilitating TOIL where needed
- Support with the organisation of staff socials to boost morale

Social Programme Management:

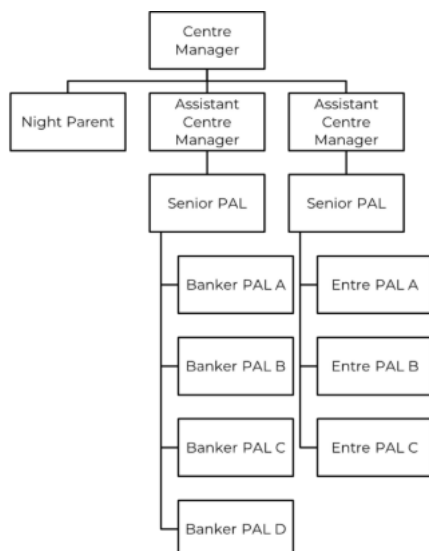
- Act as the lead for an activity each night, taking accountability for relevant resources and logistics
- Delegate to other staff members working to maximise excellent facilitation of the activity
- Take charge of behaviour management and student engagement during the activity
- Work closely with the Activity Manager for your site to ensure students have an enjoyable and safe experience"
- Coordinate and lead on a UCAS study hall for all accom students with UCAS add on
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Other:

- Ad-hoc support of Senior Centre staff team
- Attend daily full-team meetings
- Maintain up-to-date and clear records on all InvestIN's reporting platforms
- Understand and act in accordance with InvestIN's ethos and cultural values
- Adhere to InvestIN's safeguarding policy and staff/student Code of Conduct procedures and practices.
- Undertake mandatory safeguarding and child protection training other professional development activities to ensure that you remain compliant in meeting InvestIN's duty of care in safeguarding practice. (KCSIE 2024)

Please note this list is indicative rather than exhaustive, and you may be required to take on additional responsibilities to ensure the well-being of students in your care.

What does this look like in practice?



Senior Pastoral and Activity Leaders will manage 3-4 PALs, who will likely all be supporting students on the same career programme. You will manage this team, and report up to a dedicated Assistant Centre Manager.

Senior Pastoral and Activity Leaders work on a similar schedule to our PALs to support them in their role. You will be working on a split shift schedule, meaning you have lots of flexibility to fit this job around your other interests and commitments, such as university projects and enjoying the stunning location of Central London.

A typical week on a split shift schedule might look something like the table below. You will always have one full day off per week. On weekdays this will involve our ‘Morning’ and ‘Evening’ shifts, while on weekends you would work on a more flexible schedule to support the running of our weekend activities.

	SUN	MON	TUES	WEDS	THURS	FRI	SAT
9.30 - 11	OFF	OFF	Escorted travel duties	Escorted travel duties	Escorted travel duties	Escorted travel duties	OFF
11 - 1	OFF	OFF	OFF	OFF	OFF	OFF	OFF
1 - 4	Welcome arriving students	OFF	OFF	OFF	OFF	OFF	Support PAL groups
4 - 8	Welcome arriving students	OFF	Full team meeting, dinnertime and activity prep	Full team meeting, dinnertime and activity prep	Full team meeting, dinnertime and activity prep	Full team meeting, dinnertime and activity prep	Full team meeting, dinnertime and activity prep
8 – 11	Lead on social activities and monitor curfew	OFF	Lead on social activities and monitor curfew	Lead on social activities and monitor curfew	Lead on social activities and monitor curfew	Lead on social activities and monitor curfew	Lead on social activities and monitor curfew

Morning Shift (9.30am – 11am)

- Checking in on your team members
- Greeting and registering the students for a morning check-in

- Checking in on any students who are late for morning registration including door knocks for absent students
- Accompanying students to their programme venue alongside PALs and programme delivery team
- Ensuring handover to the delivery team runs successfully

Evening Shift (4pm – 11pm)

- Attending a daily full team meeting for your centre
- Check in with delivery team on any issues from the day
- Support PALs and relevant students with visiting the nurse's office for prescribed medication
- Take full accountability for leading an activity from our exciting social programme
- Monitoring student behaviour throughout the evening and ensuring students meet their evening curfew
- Managing efficient pack-down of activity resources
- Ensuring all team members finish shift on time

Weekend Shifts

- Support your PAL team on running weekend activities for the students, including cultural activities around London such as museum visits, park trips, scavenger hunts and trips
- Oversee free time for students, ensuring students sign in and out when going for free time or on approved leave from accommodation
- Supporting with check in and check out of students
- Liaise with senior staff to ensure any issues from the week have been escalated and successfully resolved

Person Specification

Our ideal candidate is proactive, energetic and adaptable, with the ability to motivate and inspire others. We're looking for people who are resilient and thrive under pressure and have the ability to maintain a positive attitude and high standards of professionalism. They should be a strong team leader, looking to develop their people management skills in an exciting fast-paced setting.

We would anticipate that due to the senior nature of this role, the strongest candidates would be early-career professionals, fresh graduates, mature students or those with extensive experience either at InvestIN or similar institutions.

You have, and can demonstrate, the following skills and interests:

- Experience working with young people aged 15–18 in summer camps or boarding settings
- Experience delivering or coordinating activities for large groups, such as coaching, teaching or running workshops
- Experience leading or supervising teams
- Strong pastoral skills with experience and interest in supporting both young people and young professionals with their wellbeing

- Strong interpersonal and communication skills, with the ability to inspire confidence and trust in students and staff.
- Outstanding oral and written communication skills
- Ability to remain calm and solution-focused under pressure.
- A high level of vigilance when working with young or vulnerable people and working knowledge of safeguarding for 15 - 18 year olds
- A desire to work in education, childcare or a related field
- A deeply-entrenched sense of personal pride in your work, and a commitment to giving students a 5* experience in every interaction
- A deeply-invested belief in InvestIN's sense of purpose and our programmes
- You feel a sense of passion and belonging when you read our cultural values (set out below)

Details of role

Location: In and around Bloomsbury, Central London

Hours: 55 hours per week on average (you will be asked to 'opt out' of the 48-hour Working Time Directive)

You will accrue Annual Leave throughout your internship at a standard rate (25 days per year pro-rated)

Salary: £650 per week, plus 2 meals per day and accommodation

Contract details: Fixed term contracts available between 29th June and 29th August:

Full summer contract employment dates 29th June – 18th July, 23th July – 8th August, 14th August – 29th August.

Medium term contract employment dates 29th June – 18th July & 23th July – 8th August

Short term contract employment dates 20st July – 8th August

Additional: International students on visas which allow them to work full-time over university holidays will be able to apply for this position. Please note that we are unable to sponsor visas.

To apply

Applications will close at the end of March 2026.

Please note that offers will be subject to successful completion of Enhanced DBS checks, Right to Work checks, and statutory Safeguarding training modules. InvestIN reserves the right to terminate contracts in the event of non-completion before contract start date.

InvestIN's Cultural Values

Experience is Truth:

We believe that to learn is to experience. Our mission is to deliver professional experiences to young people that they would otherwise consider a far-flung fantasy. This ‘experiential learning’ appeals to all the senses and requires live in-person interaction; providing a welcome counterpoint to the restrictive and atomised environment of cyberspace.

Empowerment and Ownership:

We treat all of our students as young professionals, not simply older schoolchildren. InvestIN empowers students by thrusting them into a whirlwind of professional-life simulation, and asking them to stand up and be counted. Along with that empowerment comes the valuable lessons of responsibility. Students are expected to take ownership of their careers immediately, as we give them detailed advice about how to plant the seeds for a successful future; starting now.

Action and Urgency:

InvestIN believes that success requires both action and urgency. We have been able to grow at an exponential rate because we move ideas quickly into tangible steps forward and we execute them. InvestIN’s students refuse to be left behind and want to be able to cut through abstract procrastination; becoming empowered to act with decisiveness and urgency.

Ambition:

InvestIN is a fervent supporter of determined ambition. We believe that young people - and whole organisations - must continue to ‘think big’ in order to achieve their potential. We therefore coach our students to believe that there are no limits to their career ambitions, and give them the tools they need to thrive.

Imagination:

*InvestIN is not an ordinary organisation. We create interactive simulations of professional life, which requires a commitment to using our imagination to deliver extraordinary experiences for our students. At the same time, we encourage our students to imagine themselves as young professionals **now**, not at some distant point in the future. We have discovered that tomorrow’s achievements are born from today’s visualisation.*

Integrity:

At InvestIN, we understand the great responsibility that we take on in coaching students. Sometimes the simplest sentence or action can have a lasting impact on a young person’s life. We insist on running our operation with the highest level of integrity: from promoting the value of hard work and satisfaction over shortcuts and monetary rewards, to constantly looking at ways to reduce our carbon footprint.

Safer Recruitment, Safeguarding and EDI statement

InvestIN is committed to safeguarding and promoting the welfare of children and young people and expects all staff, seasonal workers, and external professionals to share this commitment.

InvestIN are committed to making our recruitment processes as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that

values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to InvestIN's culture.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to work with InvestIN will be conditional upon the receipt of a satisfactory response to a check of Police records via the Disclosure and Barring Service (DBS). The Disclosure and barring Service helps employers make safer recruitment decisions and prevent unsuitable candidates gaining access to minors or vulnerable adults.

Open Source Searching Guidance

InvestIN are committed to ensuring that we follow and implement legislation and advisories as set out in the KCSIE 2024 framework. Please see the below statement extracted from Harrison Clark Rickerbys Solicitors (HCR Law - <https://www.hcrlaw.com/blog/kcsie-2022-safer-recruitment-the-use-of-online-searches-an-update/>) regarding the updates within the KCSIE framework relating to open source searching as part of the safer recruitment process.

KCSIE 2024 states:

"... as part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview." (para 226, KCSIE 2024)

Use of AI Policy

All applications must be the original work of the applicant. The use of AI tools to generate or significantly modify any part of the application is strictly prohibited.