

## College Dean (RESIDENTIAL)

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### JOB DESCRIPTION

#### **ABOUT SUMMER BOARDING COURSES**

Founded in 2008, Summer Boarding Courses have united students from around the world through education. Delivering award-winning, future-focused courses that strike the perfect balance between academic and social enrichment.

Our courses unlock potential and ignite a spark for long-term success.

Our residential summer courses take place at some of the UK's top boarding schools and university college campuses, including Eton College, Oxford University Colleges and Headington School. We carefully select our campuses to ensure that they provide the perfect environment for our students to live and study.

Over 15,800 students from 152 nationalities have been welcomed to study with us to date.

Whether it's preparing for future studies, developing 21st-century skills or building confidence, the knowledge gained on an SBC course allows students to go forward and apply what they have learnt to other areas of their education and beyond; giving them the necessary skills to achieve their future goals.

The EL Gazette publishes a league table based on British Council inspections, and SBC have been ranked Number 1 from 2018 to 2023. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

SBC is the only multi-campus summer school provider in the UK to have achieved a perfect 15/15 areas of strength by the British Council. A true hallmark of educational quality.

#### **Ways we support our College Officers:**

- We will cover the full cost of a new DBS (if required) for your first contract working with SBC. We encourage all staff to sign up for the Update Service.
- Extensive, paid, on-site training prior to student arrival
- Accommodation included
- CPD and Appraisals
- Staff Wellbeing Initiative
- Access to Employee Assist Programme (EAP)
- Continual support for **all** staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and prevent training
- Professional, fun and supportive environment

### **THE ROLE**

SBC College Deans play a central role in providing pastoral care to our College students, taking responsibility for the daily management of one of our college sites and ensuring the safety and well-being of all students within it. As leaders within the colleges, College Deans are supported by a small team of staff and work together to create a welcoming, positive, and vibrant community where students feel comfortable and supported. College Deans must be highly responsive, responsible and adaptable, meeting both the individual and collective needs of students. This includes fostering a nurturing and inclusive environment where students can thrive socially, emotionally, and academically during their time at SBC. With students living away from home, College Deans play a vital part in ensuring a safe, structured, and enjoyable residential experience, helping

students build confidence, form friendships, and make the most of their summer school journey.

## Main Responsibilities

- Overseeing the day-to-day running of your allocated residential college area and holding overall responsibility for supporting, supervising, and accounting for all students throughout the daily routine, to include:
  - Morning check-ins and ensuring students are prepared for the day
  - Leading the daily college meeting/briefing
  - Safely accompanying students between accommodation and other college facilities
  - Supporting students during break times and mealtimes
  - Overseeing student sign-up and preparation for academic enrichment, social activities, or study sessions
  - Social time within the residential area
  - Evening check-ins and ensuring appropriate night-time routines
  - Lead a morning briefing and evening debrief with College Mentor duty staff
  - Take overall responsibility for the welfare and wellbeing of all students within your residential college
  - Encourage and facilitate positive social interaction, integration and community building among students
  - Be available and approachable, supporting students in a professional, empathic and student-centred manner
  - Oversee and attend to student needs, including (but not limited to) wellbeing concerns, homesickness, friendship issues, cultural adjustment, personal organisation, hygiene, and appropriate use of technology
  - Maintain clear and up-to-date Residential Logs, ensuring any behavioural, wellbeing or medical concerns are recorded and reported
  - Be responsible for overseeing unwell students; making arrangements with medical professionals when necessary
  - Attend daily College Officer meetings with College Managers
  - Ensure residential areas are kept safe and clean and that students follow residential routines
  - Develop a strong residential identity and community, instilling values of equality, diversity, respect and independence
  - Induct College Mentors into the workings of the residential environment
  - Work alongside other staff to plan in-house social or community-building evenings
  - If applicable, establish in-house reward systems, themes, and community events
  - Take a key role during arrival and departure days to include:
    - Ensuring the residential area is prepared and well-presented
    - Welcoming students and parents/guardians to the accommodation
    - Supporting students with departure preparation, packing, and logistics
  - Take a role within the weekly excursion programme if required
  - Support students to prepare for excursions, including managing pocket money
  - Complete a First Aid qualification
  - Be committed to the safeguarding and welfare of students in your care
  - Adhere to all Health and Safety measures (including COVID safety measures, risk assessments and other policies and procedures)
    - o Be on-call/overnight duty up to 6 times per week
    - o Assist the management in the effective day-to-day running of the college programme

## Safeguarding Responsibilities

- Be committed to the safeguarding and welfare of students in your care
- Complete online safeguarding training and attend on-site safeguarding training during induction week
- To read and understand SBC's Safeguarding Policy, Staff Handbook, Operations Policy Handbook and Part 1 of Keeping Children Safe in Education (including annexes A & B)

- To be alert to the signs of abuse and neglect, and report any concerns to the DSO immediately (including low level concerns)
- To know what to do if a student tells a member of staff they are being abused, exploited or neglected
- To help students understand how to keep themselves safe and manage risk; earning their trust while maintaining professional boundaries

### **General Duties:**

- Encourage students to successfully engage in the programme, helping develop their communication, confidence and social skills
- Ensure clear communication to relevant Summer School Staff regarding student health or wellbeing concerns and complete incident paperwork and records as directed.
- Follow all Health and Safety guidelines and risk assessments.
- Ensure understanding of all Emergency and Fire Evacuation policies, including site evacuation points.
- Interact with students in a manner that's both friendly and professional.
- Help ensure the students meet the Student Code of Conduct; promoting and embodying standards of behaviour that we would expect from our students at all times.
- Remain professional and empathic while managing student behaviour and approach in a positive and constructive manner in line with SBC Student Behaviour Management and Anti-Bullying policies and procedures.
- Provide support during arrival and departure days both on and off-site, remaining flexible to tasks required and ensuring a welcoming and positive experience for all students
- Where required, help with off-site student transfers. This can include work at airports, train stations and transfer taxis
- Ensure the care, maintenance, and organisation of all Summer School resources and equipment, reporting any damages or shortages to the appropriate manager.
- Demonstrate flexibility, as is often required in residential roles.
- Assist at any time, whether on duty or not, in an emergency situation
- Attend training, team meetings and programme briefings as required.
- Share reflections about your experiences over the summer.

## **EXPERIENCE REQUIRED**

### **Essential**

- Experience in leading or coaching groups of children in a professional capacity
- Experience of, and genuine enjoyment of working with children
- Strong communication skills, ability to work under pressure, flexibility
- Ability to take control of and lead a group of children on activities and during excursions

### **Desirable**

- Qualifications and experience in leading young people in either tennis, dance, performing arts, music or arts & crafts
- First Aid/Lifeguard qualification
- Experience and qualifications in coaching other sport
- Experience of residential international boarding

## **HOURS OF WORK**

A normal working week for College Deans will consist of up to 63 hours per week over six working days.

**All staff will receive one full day off per week.**

## CONTRACT INFORMATION

Our courses run from the end of June to the middle of August. Please see our website [here](#) for the exact dates and more information.

**Remuneration:** The salary for the College Dean role is £815 per week (subject to tax and national insurance), paid weekly in arrears (for the avoidance of doubt this sum includes a holiday allowance at 12.07% of basic pay in the sum of £87.78), plus accommodation at the summer site.

*\* Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave.*

## LOCATIONS:

The role of College Dean will be based at one of the following sites:

SBC at Oxford College

## SBC PERSON SPECIFICATION

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

*We expect all SBC staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. SBC staff must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all staff to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.*

## TO APPLY

Please apply online at: <https://summerboardingcourses.com/work-for-us/>

We want to make sure we do all we can to set candidates up for success in this process. If you require any adjustments to help you at interview and/or you have any questions at all, please contact us at: [recruitment@summerboardingcourses.co.uk](mailto:recruitment@summerboardingcourses.co.uk)

*Please note, as this post involves direct contact with vulnerable children, it is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.*

## SHOULD YOU BE SUCCESSFUL

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will have to prove your Right to Work in the UK
- You will provide the details of two recent and relevant referees who we will contact and specifically ask about your suitability to work with children and any concerns.
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if you live, or have lived, outside of the UK
- You will be asked to state that you have no known reason why you cannot work with children
- Official identification and certificates will be required for our records



**Please be aware that SBC may conduct online searches for shortlisted candidates as part of our legal duty to meet out safeguarding duties.**

### **SBC SAFEGUARDING STATEMENT**

*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 Safeguarding and Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*

### **SBC EQUALITY, DIVERSITY & INCLUSIVITY STATEMENT**

*We operate a policy of equal opportunities and welcome applications from candidates irrespective of age, sex, marital status, pregnancy or maternity, race, religion, sexual orientation, gender reassignment or disability.*