

## College Mentor (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 Mentors:**

- 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

#### **Additional Role Specific Support**

### **THE ROLE**

SBC College Mentors play a pivotal role in delivering an exceptional student experience as part of the summer college programme. They are actively involved in the pastoral care and supervision of students, as well as the planning and delivery of engaging activities and evening events. Serving as trusted points of contact, College Mentors support students throughout their course, guiding them through their summer experience while promoting and modeling the behaviours we expect from our students.

College Mentors must be highly attentive, proactive, and well-organized in their approach to student supervision, addressing behavioural or welfare concerns effectively and with sensitivity. With students from a wide variety of countries and cultures, it is essential that College Mentors create a welcoming and inclusive environment. By establishing a strong presence, they can connect

with students, fostering a fun, supportive, and vibrant community that helps every student feel valued and involved, both academically and socially, during their time at the college.

**Responsible To:** The Social Welfare Manager / Welfare Manager

### **Programme Duties:**

- Acquaint yourself with the SBC Social Programme session plans, risk assessments, resources and equipment during the induction period.
- Plan, prepare and facilitate a wide range of activity sessions to groups of students.
- Support in the preparation, planning, delivery and pack-down of whole school events.
- Bring energy and enthusiasm to all aspects of the Summer School programme.
- Alongside the wider staff team, promote the social programme amongst the student body, supporting with sign-up and encouraging all students to participate.
- Lead a group of students on off-site excursions, following pre-planned itineraries and ensuring thorough supervision throughout.
- Ensure that the students are safe at all times during activities, events and excursions
- Work alongside College Tutors to support and supervise elements of the academic programme including industry experience, guest speakers and workshops.
- Handle administrative tasks to include activity sign-up, registers, risk assessments and accident and incident logs.
- Plan for session observations, reflect upon them, and attend feedback sessions with the Social Programme Manager(s) to discuss potential areas of improvement.

### **Pastoral Duties:**

- Create a welcoming and inclusive residential environment, in which all students can feel comfortable and cared for.
- Supervise students movement through the day, ensuring the timely delivery of the daily routine including meals, breaks and all aspects of the academic and social programme.
- Facilitate conversations between students when needed, ensuring that students are building friendships with others and instilling strong values of equality, celebration of diversity, and respect within the school.
- Proactively support, supervise and interact with students during meal and break times.
- Work as part of the wider team to support the residential daily routine to include wake-up, assemblies, onsite free-time and lights out.
- Supervise students in accommodation blocks and other college areas, ensuring appropriate standards of student behaviour and ensuring a proactive approach regarding student wellbeing.
- Assisting with supervision and care of sick students under the guidance of the Management Team
- Be on call/overnight duty as per contract for student medical, welfare issues, and emergencies.
- If required, complete First Aid Course and serve as school first aider.

### **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.

#### **Safeguarding Duties:**

- 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

## **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 Mentors will consist of up to 53 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 Mentor role is £675 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 £72.70), plus board and 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. At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

## **LOCATIONS:**

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

Oxford College  
Cambridge 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.*