

# Summer School Ambassador General Job Description

We are recruiting Summer School Ambassadors for the following Summer Schools:

- 23 – 26 August: Sutton Trust Summer School (plus 3 online events: 25 May; 29 June; 20 July)

Pay rate: **£9.50 plus £1.15 Holiday Pay (Pre-AWR)**  
**£9.50 plus £1.94 Holiday Pay (Post-AWR)**  
 (Hours will depend on shifts allocated to)

Info regarding Agency Worker Regulations (AWR) can be found here: <https://www.unitemps.com/wp-content/uploads/AWR-full-version1.pdf>

## What is the Sutton Trust Summer School?

The [Sutton Trust](#) is the UK's leading foundation dedicated to improving social mobility. The Trust gives opportunities to young people from low and moderate-income backgrounds to improve their chances of accessing top universities and the professions. It seeks to ensure young people reach their potential, regardless of their background, school or where they live.

The Warwick Sutton Trust Summer School will be recruiting around 120 Year 12 students from across the country who will be applying to take part in one of six subject streams:

- Classics & Ancient History, Film & TV and History of Art
- Engineering & Computer Science
- Law
- The Biology of Health
- Philosophy, Politics & Economics
- The Colonial Hangover Project: An Interdisciplinary Summer School

## PERSON SPECIFICATION/SKILLSET REQUIRED:

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form
The postholder:		
Be a current student at the University of Warwick (or are due to graduate in July 2022) and a current Warwick Welcome Service Ambassador or Widening Participation Mentor	E	A
Have experience of working with young people from Widening Participation (WP) backgrounds	D	A
Be committed to the aims of WP, raising awareness and aspiration of higher education	E	A
Be committed to working with young people over the course of the Summer School	E	A
Have an enthusiasm for higher education and the ability to explain the benefits of higher education to young people	E	A
Demonstrate evidence of team working skills and taking initiative	D	A
Have excellent interpersonal/communication skills	E	A
Demonstrate experience of WP activities and knowledge of the opportunities and support available to WP cohort students	D	A
Be self-motivating with the ability to work without direct supervision and also to be able to work as part of a team	E	A
Be available for all training and briefing sessions	E	A

## RESPONSIBILITIES OF A SUMMER SCHOOL AMBASSADOR PRE-EVENT:

- To undertake an enhanced DBS check and provide all relevant documentation to Unitemps.
- Complete all forms as required by Unitemps and provide references if necessary.
- To appropriately prepare for the Summer School by reading all briefing information and instructions.
- To attend any training or information events; dates will be dependent on the Summer School you are selected to work on.

## JOB ROLE SPECIFICATION

<b>Group Leader</b>	
Each subject group will be led by a team of 3-4 Group Leaders. Preference will be given ( <i>where possible</i> ) to applicants studying a subject linked to one of the streams.	
<ul style="list-style-type: none"> <li>• Be responsible for working with a group of students throughout the Summer School in a variety of daytime sessions and evening social programme with another group leader</li> <li>• Supervise a group of students in their flat with another group leader</li> <li>• Ensure that their group is attending sessions and activities in a timely and orderly way</li> <li>• Establish rapport and create a sense of community amongst Summer School participants and the staff team</li> <li>• Help their group engaging with the activity or session and complete a group project presented at the end of the week</li> <li>• Support their group throughout a range of team challenges, academic sessions and social programme.</li> <li>• Provide pastoral and logistic support to participants, resolving any minor issues and communicating any concerns to staff</li> <li>• Support Summer School Managers in the smooth running of the Summer School and undertake ad-hoc tasks as required</li> </ul>	
<b>Dates:</b>	<p>Wednesday 25 May 2022 – Information Evening</p> <p>Wednesday 29 June 2022 – Online Social Event</p> <p>Wednesday 20 July 2022 - Pre-summer school event</p> <p>Monday 22 August (evening) to Friday 26<sup>th</sup> August 2022 - Summer School</p>
<b>Staffing</b>	24-26 ambassadors (about 1 ambassador for 8-10 participants)
<b>Working hours</b>	<p><i>Monday 22 August: 5:00-7:00PM: Final briefing and Event Prep</i></p> <p><i>Tuesday 23 August: 10:00–23:00: 11 hours of work within this timeframe</i></p> <p><i>Wednesday 24 / Thursday 25 August: 08:00-23:00: 11 hours of work per day within this timeframe</i></p> <p><i>Friday 26 August: 08:00-17:00</i></p>
<b>Pay</b>	<ul style="list-style-type: none"> <li>• £9.50 plus £1.15 Holiday Pay (Pre-AWR) / £9.50 plus £1.94 Holiday Pay (Post-AWR)</li> <li>• Which represents up to £520 (Pre-AWR) / £560 (Post-AWR)</li> </ul>

**Night Shift**

- Ensure the safety and wellbeing of participants and staff overnight
- Enforce the curfew at the end of the day, ensuring that all participants are in their own bedroom
- Walk around the building regularly to ensure everyone's safety
- Be a first point of contact during the night for participants and Summer School Ambassadors to help resolve minor issues
- Contact Security and Conferences Night Manager if necessary, to help resolve minor issues
- Report incidents and alert the Manager and Deputy in case of a problem
- Liaise with the daytime staff to pass on relevant information and ensure everyone's wellbeing and safety
- Take part in evening social activities and establish rapport with the participants, Summer School Ambassadors and the staff team
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

<b>Dates:</b>	Wednesday 25 May 2022 – Information Evening Wednesday 29 June 2022 – Online Social Event Wednesday 20 July 2022 - Pre-summer school event Monday 22 August (evening) to Friday 26 <sup>th</sup> August 2022 - Summer School
<b>Staffing</b>	4 ambassadors
<b>Working hours</b>	Monday 22 August: 5:00-7:00PM: Final briefing and Event Prep Tuesday 23 – Thursday 25 August: 20:00-8:00: 4 nights, 11 hours of work per night within this timeframe
<b>Pay</b>	<ul style="list-style-type: none"><li>• £9.50 plus £1.15 Holiday Pay (Pre-AWR) / £9.50 plus £1.94 Holiday Pay (Post-AWR)</li><li>• Which represents up to £340 (Pre-AWR) / £366 (Post-AWR)</li></ul>