Summer School Ambassador General Job Description

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

- 27th – 30th June 2020 – Gradu8 Year 8 Summer School
- 8th -11th July 2020 – Year 10 Summer School
- 13th-15th July 2020 – Pathways to Banking Summer School
- 20th-23rd July 2020 – Pathways to Law Summer School
- 27th -31st July 2020 – Sutton Trust Summer School
- 26th – 27th August 2020 – Warwick Scholars Summer School

Pay rate: £8.21 plus £0.99 Holiday Pay (Pre-AWR)
£8.98 plus £1.54 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/Media/Unitemps/PDFs/AWR%20full%20version1.pdf

PERSON SPECIFICATION/SKILLSET REQUIRED:

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY: A) Application Form</th>
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<tr>
<td>Be a current student at the University of Warwick (or are due to graduate in July 2020) and a current Warwick Welcome Service Ambassador</td>
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<td>Have experience of working with young people from Widening Participation (WP) backgrounds</td>
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<td>Be committed to the aims of WP, raising awareness and aspiration of higher education</td>
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<td>Be committed to working with young people over the course of the Summer School</td>
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<td>Have an enthusiasm for higher education and the ability to explain the benefits of higher education to young people</td>
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<td>Demonstrate evidence of team working skills and taking initiative</td>
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<td>Have excellent interpersonal/communication skills</td>
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<td>Demonstrate experience of WP activities and knowledge of the opportunities and support available to WP cohort students</td>
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Be self-motivating with the ability to work without direct supervision and also to be able to work as part of a team  

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<th>Be available for all training and briefing sessions</th>
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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 a pre-event Summer School Ambassador training session (for those who have not worked one of our residential events before or who have not attended out Safeguarding training this academic year).
- Attend potential, additional training/information events. Dates will be dependent on the Summer School(s) you are selected to work on.

JOB ROLE SPECIFICATION

Working as a Summer School Ambassador may include any of the following responsibilities below but may vary dependent on shift/summer school allocated to.

Day Group Leader Shift
- 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
- Supervise a group of students in their flat with another group leader
- Ensure that their group is attending sessions and activities in a timely and orderly way
- Establish rapport and create a sense of community amongst Summer School participants and the staff team
- Help their group engaging with the activity or session and complete a group project presented at the end of the week
- Support their group throughout a range of team challenges, academic sessions and social programme.
- Provide pastoral and logistic support to participants, resolving any minor issues and communicating any concerns to staff
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

Runner Shift
- Prior to the residential, work in the office with the Manager and Deputy to help with preparing the resources and contacting participants
- During the residential, work with the Manager and Deputy to ensure the correct resourcing and staffing of sessions and activities (includes walking across campus and carrying resources)
- Welcoming academics and support staff ensuring that they have everything they need for their sessions
- Establish rapport and create a sense of community amongst Summer School participants and the staff team
- Provide logistic support to participants and Summer School Ambassadors, resolving any minor issues and communicating any concerns to staff
• Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

**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 day time 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

**Wellbeing Shift**

• Work with the Manager and Deputy to ensure the wellbeing of participants and Summer School Ambassadors throughout the residential
• Ensure that Summer School Ambassadors are taking appropriate breaks and are rested Cover for a Summer School Ambassador if necessary
• Establish rapport and create a sense of community amongst Summer School participants and the staff team
• Provide pastoral support to Summer School Ambassadors and participants, resolving any minor issues and communicating any concerns to the Manager and Deputy
• Check on emotional and physical wellbeing of Summer School Ambassadors or participants after an incident and report any concerns to the Manager or Deputy
• Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

**NB:** For this role, you will be required to undertake an enhance DBS check

**Is your DBS Check (still) valid?**

For this role, you need a valid DBS certificate with the University that is not due for renewal before/during the summer school you are allocated to. Please note –

• DBS checks are due for renewal every 2 years
• DBS checks through the SU and other organisations, e.g. Warwick Volunteers are **NOT** transferable to this role.

**If you need a (new) DBS Check**

If you do not hold a valid DBS with the University or your DBS check is due to expire, please continue reading here:

For your DBS check, you will need to provide **THREE documents** that prove your identity to Unitemps once you have been notified that your application has been successful.
Documents **must include** at least one of the following to show your identity:

- Passport / Biometric Residence Permit
- Current Driving Licence Photocard (Full or Provisional)
- Birth certificate/Adoption certificate

In addition, you will need documents that prove your address details. These can include:

- Letter/Utility Bill containing your current address (within the last 3 months)
- Bank statement stamped by bank (within the last 3 months)
- Utility Bill
- P45 or P60 (within last 12 months)


**Certificate of Good Conduct – if you have lived abroad for at least six months in the last 5 years**

If you have lived or worked abroad for a period of at least 6 months in the last 5 years (e.g. if you are an international student or have studied/worked abroad), then you will be required to provide a certificate of good conduct from the country that you lived in. This is an essential part to the DBS check you are required to obtain in order to work. Details can be found on the website here [https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). You will need to obtain a translation of this document – we can reimburse you for costs related to obtaining the Certificate of Good Conduct.

Please email [unitemps@warwick.ac.uk](mailto:unitemps@warwick.ac.uk) if you have any questions regarding the DBS or certificate of good conduct.

If you have any questions about any of the above, then please don’t hesitate to send an email to [warwicksummerschools@warwick.ac.uk](mailto:warwicksummerschools@warwick.ac.uk).