

## Job Description

Job title	Pre-University Summer School Lead Ambassador
Department	Warwick Global Academy (WGA)
Grade	FA2 (SP12)
Dates	14 – 24 July, with training on 8 <sup>th</sup> and 12 <sup>th</sup> - 13 <sup>th</sup> July

<p>Job purpose (a brief summary of the role)</p>	<p>The <a href="#">Warwick Pre-University Summer School</a> is a part of a suite of summer schools delivered by <a href="#">Warwick Global Academy</a>, which includes the <a href="#">Warwick Summer School</a> for students aged over 18. The Pre-University Summer School is a 10 day residential programme for 16-17 year olds who are interested in attending University. Students will attend taster sessions with Warwick lecturers in one of five course areas (Economics and Finance; Science and Engineering; Social Science; Health, Medical and Life Sciences; or Arts and Humanities) and will also take part in personal development sessions. Alongside the academic and skills programme, students will also take part in a fun and engaging social and cultural programme.</p> <p>The Lead Summer School Ambassador role is a live-in role required to support the 10 day Pre-University Summer School for 16-17 year olds. Ambassadors will work in person for the full 10 days and stay on campus in Sherbourne Halls of Residence and remain on campus alongside students for the entire duration of the programme.</p> <p>The Lead Summer School Ambassadors will work together to coordinate the Summer School Ambassador team and uphold a safe, welcoming and inclusive environment, representing the University of Warwick positively and professionally. Each Lead Summer School Ambassador will take responsibility for a number of Summer School Ambassadors and will supervise and support those Summer School Ambassadors and their groups throughout the programme. You will be the first escalation point for Summer School Ambassadors who need advice and guidance with supporting students within their group. You will act as the conduit between the Summer School Ambassadors and the Residential Welfare Leads, escalating matters appropriately. Lead Ambassadors will support the Residential Welfare Leads and Departmental Safeguarding Officers with ensuring the welfare of minors in line with safeguarding regulations and Summer School policies and procedures. Lead Ambassadors will participate fully in the social programme and proactively build relationships with the students within the care of your Summer School Ambassador groups.</p> <p>Strong communication and teamwork skills are essential, along with the ability to build positive relationships with students and colleagues. The programme is fast-paced and intensive, so you will need enthusiasm, energy, and resilience, as well as the ability to take initiative, think on your feet. As an escalation point for the wider team, you should also be confident in providing guidance and support when issues arise, using sound judgement to determine when concerns need to be passed on to senior colleagues.</p> <p><b>Location</b> University of Warwick campus. This is a residential programme, therefore you will be required to live in Sherbourne Halls of Residence for the duration of the role <u>and be based on campus for the entire period of the programme.</u></p> <p><b>Dates and Hours</b> <b>Programme:</b> 10 days (Tuesday 14<sup>th</sup> July – Friday 24<sup>th</sup> July)</p>
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	<p><b>Training:</b> 3 paid training days (full days) - Wednesday 8<sup>th</sup> July (online), Sunday 12<sup>th</sup> July and Monday 13<sup>th</sup> July (face to face).</p> <p><b>Accommodation:</b> You must move into the Halls of Residence on Sunday 12<sup>th</sup> July after training.</p> <p><b>You must be available for the entirety of the programme and the training days. You must be in the UK for both training days, even the one that is online. You will work shifts, on a rota that can fall anytime between 07:00 and 22:30. When you are not on shift, you must stay on campus for the entire period of the programme, in case of a safeguarding issue. The students have a curfew between 22:00 – 08:00, during which time all students and Ambassadors must remain in their flats.</b></p> <p><b>Even during periods when an Ambassador is not on shift, they must still follow the Summer School health and safety rules- i.e, not leaving campus, staying contactable and behaving responsibly and professionally.</b></p> <p>If your graduation is likely to fall between these dates, please let us know in your application. We can only guarantee time off for your graduation if you let us know this at application stage.</p> <p><b>Staffing</b> The Summer Schools Programme team are members of Warwick staff who work around the year to organise the Pre-University Summer School programme. During delivery of the programme, they will be assisted by 27 Summer School Ambassadors, 4 Lead Summer School Ambassadors and 2 Residential Night Supports, all of whom are University of Warwick students.</p> <p><b>Pay</b> £13.01 per hour plus £1.57 holiday pay. Accommodation is included for 12 nights and the programme is fully catered for Summer School Ambassadors.</p> <p><b>Accommodation and Board</b> Your accommodation will be in halls of residence on the University of Warwick campus. Each staff member will have their own single, ensuite room. Meals will be provided on a full board basis (breakfast, lunch and dinner). Vouchers will be provided for lunch when on campus.</p>
Duties and responsibilities	<p>The Lead Summer School Ambassador will take responsibility for a number of Summer School Ambassadors and will support those Summer School Ambassadors and their groups throughout the programme. You will be the first escalation point for Summer School Ambassadors, providing advice and guidance to enable them to support the students within their group. You will be a positive role model to all students and Ambassadors on the programme and will consistently lead by example. As an employee of the University you will demonstrate professionalism and uphold the highest standards of behaviour at all times.</p> <p><b>Your responsibilities will include:</b></p> <ul style="list-style-type: none"> <li>• Being a positive role model and lead by example at all times during the programme</li> <li>• Representing Warwick professionally at all times, both as a member of staff and as a student of the University. Any misconduct during this employment may be investigated and addressed under the University’s student disciplinary processes</li> <li>• Adhering to safeguarding laws and Summer School policies and procedures at all times, and ensuring your fellow ambassadors do likewise</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Working closely with and communicate effectively with the Residential Welfare Leads and the Residential Night Supports to provide effective handover and ensure continuity of pastoral support</li><li>• Leading, supervising and supporting the Summer School Ambassadors you are responsible for by providing guidance, monitoring their performance and escalating issues where appropriate</li><li>• Ensuring any students with additional needs are receiving extra support from their Summer School Ambassador, escalating to the Residential Welfare Lead if there are any issues</li><li>• Supporting in the running of sessions, trips and social events at various stages during the Summer School in line with direction provided by the Academic Services team</li><li>• Engaging with the students and talk through your experiences of applying to university, student life, your career aspirations and encourage the students to achieve their full potential and actively participate in the Summer School</li><li>• Maintaining an issues log of any problems that arise so that this can be reported to the Residential Welfare Lead and/or the Departmental Safeguarding Officers in a systematic way</li><li>• Assisting the Residential Welfare Lead and/or the Departmental Safeguarding Officers in responding to pastoral or behavioural issues as they arise, seeking advice and acting in line with their direction</li><li>• Creating and maintain a central repository of frequently asked questions and disseminate this information in a timely and appropriate manner</li><li>• Reporting any incidents which occur to the Residential Welfare Lead and/or the Departmental Safeguarding Officers in line with the Summer School Escalation Policies; this includes any incidents involving students or ambassadors, or anything which may impact student welfare</li><li>• Covering the role of Summer School Ambassador where necessary, for example to enable appropriate rest time, or in the case of sickness</li><li>• Providing support overnight to the Residential Night Supports in case of emergencies</li></ul> |
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### Person Specification

*The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*

Essential Criterion No.	Essential Criterion Description	Measured by
E1	You are a current undergraduate or postgraduate Warwick student	A
E2	You have worked with young people before on a similar programme or activity	A & C
E3	You have an understanding of the safeguarding challenges when working with minors and experience of complying with safeguarding policies and procedures	A,B & C
E4	You have knowledge of the University's support services and Halls of Residences	A,B & C
E5	You have experience of providing administrative or customer service support within a team	A & C
E6	You have experience of supervising or directing others to ensure that the team's aims are delivered	A & C
E7	You have excellent organisational skills with the ability to work in a fast paced, demanding environment and follow instructions fully	A,B & C
E8	You can show evidence of team working skills, resilience and taking the initiative	A,B & C
E9	You have highly developed interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people	A,B & C
E10	You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom	A,B & C
E11	You will be able to work independently with limited instructions and demonstrate flexibility	A & C
E12	You are enthusiastic and willing to join in with activities and events and support others	A,B & C
E13	You have a positive outlook and a mature approach to working with others and solving problems	A & C
E14	You are reliable, fully committed and able to act as a role model to set standards of expected behaviour	A & C

***Lead Ambassadors are required to complete an enhanced DBS check and must be in the UK to complete this and a Right to Work check***

***You are reminded that during this employment you remain a student of the University and are subject to [Regulation 23](#) at all times. Any misconduct during this employment may be investigated and addressed under the University's student disciplinary processes and may affect any future employment with the University. Please note that this role is subject to pre-employment checks.***