

Job Description

Job title	Pre-University Summer School Ambassador
Department	Warwick Global Academy (WGA)
Grade	FA2 (SP11)
Dates	14 – 24 July, with training on 8 th and 13 th July

<p>Job purpose (a brief summary of the role)</p>	<p>The Warwick Pre-University Summer School is a part of a suite of summer schools delivered by Warwick Global Academy, which includes the Warwick Summer School 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 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, live in Sherbourne Halls of Residence and remain on campus alongside students for the entire duration of the programme.</p> <p>Summer School Ambassadors will be the first point of support for students on the programme and will uphold a safe, inclusive and welcoming residential environment, representing the University of Warwick positively and professionally. Ambassadors will support the Lead Ambassadors, Residential Welfare Lead and Departmental Safeguarding Officers with ensuring the welfare of minors in line with safeguarding regulations and Summer School policies and procedures, and escalate promptly and appropriately. Ambassadors will encourage active participation in the programme and enhance the student experience by sharing their own University experiences and leading social time activities.</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.</p> <p>Location 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.</p> <p>Dates and Hours Programme: 10 days (Tuesday 14th July – Friday 24th July) Training: 2 paid training days (full days) - Wednesday 8th July (online) and Monday 13th July (face to face). Accommodation: You must move into the Halls of Residence on Monday 13th July after training.</p> <p>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</p>
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	<p>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.</p> <p>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.</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>Staffing 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 36 Summer School Ambassadors, 4 Lead Summer School Ambassadors, 2 Residential Welfare Leads and 2 Residential Night Supports, all of whom are University of Warwick students.</p> <p>Pay £12.83 per hour plus £1.55 holiday pay. Accommodation is included for 11 nights and the programme is fully catered for Summer School Ambassadors.</p> <p>Accommodation and Board 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 Summer School Ambassador will be the first point of support for students on the programme, ensuring the welfare of minors in line with safeguarding regulations and Summer School policies and procedures. You will create a welcoming and inclusive environment, encouraging active participation in the programme and enhancing the student experience by sharing their own University experiences and organising and leading evening activities. You will be a positive role model to all students 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>Your main responsibilities include:</p> <ul style="list-style-type: none"> • Being a positive role model and leading by example at all times during the programme • 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. • Adhering to safeguarding laws and Summer School policies and procedures at all times, and ensuring your fellow ambassadors do likewise • Taking charge of an assigned group of Pre-University Summer School students (no more than 12 students per group) for the duration of the Summer School • Supervising your group of students in particular during mealtimes, in the evenings, free time and during social trips, including staying in your flat overnight in Halls of Residences for the whole of each night.

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| | <ul style="list-style-type: none">• Providing extra support to students within the group who may have additional needs and escalating concerns to Lead Ambassadors• Monitoring behaviour and ensure the code of conduct is adhered to at all times by students, raising any concerns with a Lead Ambassador• Supporting in the running of sessions, trips and social events at various stages during the Summer School in line with guidance from the Lead Ambassador and the Academic Services team• Arranging fun games/activities to keep students occupied during social time on campus• Engaging with the students and talk through your experiences of applying to university, student life and your career aspirations• Encouraging students to achieve their full potential and actively participate in the Summer School• Reporting any incidents that occur to a Lead Summer School Ambassador immediately; this includes incidents involving students, fellow Ambassadors or anything that may impact student welfare• Acting on instructions given by the Residential Welfare Lead or the Lead Ambassador team to support students and the smooth running of the programme, while maintaining exemplary conduct and following any direction or feedback from Lead Ambassadors. |
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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 excellent organisational skills with the ability to work in a fast paced, demanding environment and follow instructions fully	A,B & C
E5	You can show evidence of team working skills, resilience and taking the initiative	A,B & C
E6	You have highly developed interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people	A,B & C
E7	You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom	A,B & C
E8	You will be able to work independently with limited instructions and demonstrate flexibility	A & C
E9	You are enthusiastic and willing to join in with activities and events and support others	A,B & C
E10	You have a positive outlook and a mature approach to working with others and solving problems	A & C
E11	You are reliable, fully committed and able to act as a role model to set standards of expected behaviour	A & C

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Experience of working on a similar residential programme	A & C

Summer School 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.