

Embassy CES Summer

Embassy CES Summer is part of Study Group, a world leader in the provision of integrated educational packages. We have over 30 years experience in the field of English language provision and we are one of the UK's largest British Council accredited providers of EFL. We operate over 20 summer schools throughout Britain and Ireland.

Our Courses

Students who attend our summer school courses receive a combination of English language tuition (15 hours per week) and a comprehensive programme of activities and excursions. In full day teaching centres, students may have their lessons in the mornings or the afternoons. In half day teaching centres, lessons will take place in the morning. The activity programme will include daytime and evening activities and at least one half-day and one full day excursion per week to local attractions and popular tourist locations.

Please look at the programme specific to your centre as in some cases, teaching may take place at the weekend.

Student Accommodation

Students are normally accommodated in either Halls or Houses. Each Hall or House is in an accommodation block and is separated from the main building where lessons and activities take place. The Hall/House Manager is primarily responsible for ensuring that students are safe, happy and disciplined. There is also a certain amount of administration involved in this position. Please note that this position may be referred to as "House Master" or "House Mistress" by staff at those centres, which are boarding schools during term-time.

Working week: The Hall / House Manager works 13 sessions per week (based on 42 hours per week)

Reports to: The Centre Manager

Main duties / responsibilities

- To meet and greet students upon arrival and to show them to their accommodation
- To provide site tours and orientation for new staff and students
- To ensure that students are kept abreast of programme details
- To establish a rota to ensure students are in their rooms and lights are out by 11.30 pm.
- To carry out 24 hour duty on a rota basis with other managers
- To provide pastoral care for those in residence (e.g. dealing with students who are homesick or unwell)
With particular support for those students who enrol as individuals rather than as part of a group
- To provide administrative support to the Centre Manager
- To deal with any complaints or problems relating to accommodation
- To maintain accurate records of room allocations
- To update notice boards in the Halls / Houses; taking boards down at the end of summer
- To report any maintenance issues to the college staff and to ensure damages are kept to a minimum
- To ensure that standards of cleanliness are kept up by the College; reporting any complaints to the Centre Manager
- To provide occasional assistance with airport transfers / on-site activities and trips
- To carry out residential supervision duties, including meal and bedtime supervision and guardian duties

Person Specification

Essential:

- Previous experience of residential work,
- Ideally in a summer school environment
- Flexibility
- Good organisational skills

Ideally you will have:

- Experience of working with juniors
- First Aid qualification

Remuneration depends on the size of the centre and the experience of the applicant.
The post is residential (Full board accommodation is included)