

## What is a House Supervisor?

A house supervisor looks after the students when they are not in lessons or doing activities. House supervisors wake students up in the morning, supervise them at mealtimes, ensure they are safe and well on-site, and that they obey the school rules, including going to bed and remaining in their rooms after curfew.

## What does a typical day look like?

Days are divided into shifts with the majority of your responsibilities in the mornings and in the evenings. Outside of these compulsory shifts, you may be rota-ed on during lesson time to monitor sick children or help with disciplinary issues, or rota-ed on in the afternoons to support activities or excursions, in line with our safeguarding ratios. As there will be a team of house supervisors, there will be opportunities for you to have free-time while students are in class, or doing activities. You will have one day (a full 24-hour period) off per week, which is usually given at request and in negotiation with your team.

## What skills do I need to do this job?

- An ability to communicate with international students
- An ability to communicate with teenagers
- A caring and sympathetic nature, but with an ability to be firm when required

[\(click here for full person specification\)](#)

## What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on how to manage student behaviour, deal with welfare issues and pastoral care, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

## What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

## **Why work with International House London?**

International House London have been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

## **How will this role enhance my career? What can it lead to?**

- pastoral care roles, roles with responsibility for welfare
- working with teenagers and young people
- working within educational institutions
- team-based, communicative roles

## Job Description

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

<b>POST</b>	House Supervisor
<b>REPORTING TO</b>	Welfare Manager
<b>CAMP DATES, LOCATIONS &amp; STUDENT AGES</b>	<p><b>3rd July – 7th August 2024</b> International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p><b>10th July – 14th August 2024</b> International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</p> <p><b>Dates TBC</b> International House Cambridge, Anglia Ruskin University, East Road, Cambridge CB1 1PT</p> <p><i>At each centre, you will be required to live on-site 2 days before the camp starts and until and including the final dates given above</i></p>
<b>SALARY</b>	£504.40 per week. Plus paid induction programme.
<b>INDUCTION</b>	The full on-site induction will last for two days but there will be some remote training beforehand. It will include a combination of safeguarding and first aid training, group sessions and on-site team inductions.
<b>CONTRACT</b>	<p>From 1-6 weeks depending on locations</p> <p><b>Hours of Work:</b> Your normal hours of work are 44 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>

## What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks

## What will happen during the camp

### You will:

- Wake the students up in the morning and ensure they get to breakfast on time
- Supervise the students at breakfast (and also lunch/dinner if rota'd on)
- Ensure students go to class and help staff locate students if unaccounted for
- Assist students if they are feeling unwell or homesick
- Support the activity team if rota'd to do so
- Check accommodation and facilities and communicate any issues, risks or damage to the Welfare Manager or Centre Manager
- Work as part of a team of house supervisors
- Hold daily house meetings with your students to deliver notices, reminders and prepare them for the following day
- Ensure students respect bedtimes and stay in their rooms after curfew
- Help students use the laundry facilities
- Assist with arrivals and departures of students, and student supervision, as required by the Centre Management Team, including taking students on a tour of the camp
- Attend staff meetings as required

## What will happen at the end of the camp

### You will:

- Assist with departures of students as required by the Centre Management team
- Check accommodation and facilities before departure and report any issues
- Help to pack up the centre

# Complete the recruitment form to apply

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