

# IMPERIAL

## Global Summer School Pastoral Manager

Department/Division/Faculty:	Institute of Extended Learning (IEL)
Campus/Location:	South Kensington Campus, with local travel during social activities
Job Family/Level:	Professional Services Level 3b ( <a href="#">Salary scales</a> )
Responsible to:	Global Summer School Manager
Line management for:	50 x Global Summer School Pastoral Mentors,
Key working Relationships (Internal):	Global Summer School Team, Pastoral Mentors, Social Assistant, Events and Guest Accommodation Operations Teams, Maintenance Teams, Community Safety and Security Team
Key Working Relationships (External):	External activity and hospitality providers including coach company and catering companies, Global Summer School participants and guardians
Contract type:	Casual worker contract: 30 June – 11 July , 4 – 15 August plus mandatory training days and preparatory sessions

### Purpose of the Post

The Global Summer School is a two-week residential programme for the highest achieving students aged 16 – 17 from around the world to get a taste of life at Imperial. We welcome over 500 students from more than 50 different nationalities each summer. You can read more about the programme by visiting our [website](#).

In 2025 we will run two Global Summer School programmes:

- 30 June – 11 July
- 4 – 15 August

We are recruiting five Global Summer School Pastoral Managers per session, who will oversee the social and pastoral programme during evenings, weekends and breakfast. These roles are responsible for supervising the safeguarding of participants, managing the 50 pastoral mentors who are current undergraduate students, staffing an on call evening rota, and ensuring the smooth running and high quality and of the social programme,

We are looking for Global Summer School Pastoral Managers who are experienced working with children and/or young people – we look for staff who have previously worked in a supervisory position on large summer programmes and/or worked with large numbers of young people in education settings. You must

have experience of implementing safeguarding decisions and be a confident communicator, flexible, and able to work in a fast-paced environment.

Pastoral Managers should be confident and experienced in managing groups of staff and able to make independent informed decisions related to programme delivery and safeguarding guidelines. We also require Pastoral Managers to have knowledge of planning and delivering social activities for groups of students, with a particular focus on complex logistics and multiple events happening concurrently.

This is a residential position which involves shift work and on call duties on a rota during the night, appropriate breaks will be provided as well as a mandatory unpaid day off. Core hours will be 94.5 throughout the two week programme, including 8 hours per evening, 1.5 hours each morning and 8 hours each weekend day with specific shifts confirmed in advance of the programme.

Applicants must be available for the entire duration of the programme you apply for, with priority given to those who can work during both programmes.

## Key Responsibilities

- Supervise up to 50 pastoral mentors who are current Imperial undergraduate students
- Oversee the Global Summer School social programme during weekday evenings and weekends
- Manage dinner and breakfast mealtimes for participants ensuring dietary requirements are catered for and groups attend allocated sittings
- Manage the pastoral wellbeing of participants and mentors during weekday evenings and weekends
- Assist the Designated Safeguarding Lead and Programme Manager with safeguarding, risk assessment and poor behaviour procedures for participants and pastoral mentors, including taking initial statements and attending formal discussions
- Follow safeguarding guidelines and risk assessment policies to protect the visiting students who are aged 16 – 17, from more than 50 nationalities
- Report any incidents/concerns appropriately and follow up as requested by the Designated Safeguarding Lead
- Represent Imperial College to prospective applicants
- Monitor the hours worked by pastoral mentors and manage the sign in and sign out process, ensuring hours are recorded correctly for payroll purposes and follow employment guidance
- Attend mandatory training and preparatory sessions in advance of the programme
- Undertake other duties as directed by Global Summer School staff to contribute to the smooth running of the programme.

Before starting the role, all applicants must meet deadlines related to recruitment, payroll and the DBS check process. You will also need to read and understand safeguarding and risk assessment documents before training sessions. Pastoral Managers will be required to attend mandatory in person training on 24 June and 29 July 2025.

## Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
<b>Education</b>	
Educated to degree level, or equivalent significant work experience within a similar role.	(E)
<b>Experience</b>	
Experience of managing a team, with proven ability to motivate and lead team members	(E)
Proven experience in providing support to students who may be facing challenges such as homesickness, anxiety or behavioural issues	(E)
Experience of planning and leading organising social events or fieldtrips for groups of students, including sports activities, day trips or evening activities	(E)
Demonstrate understanding of safeguarding procedures and ability to identify and report potential concerns	(E)
Experience of managing student behaviour and implementing disciplinary or safeguarding procedures as required	(E)
Experience of complex event management and/or organisation within an educational setting	(D)
Experience in monitoring student and staff attendance and ability to improve timekeeping as needed	(E)
Experience of working with diverse and international student groups	(E)
<b>Knowledge</b>	
An excellent understanding of Safeguarding and Risk Assessment procedures	(E)
Knowledge of the aims of pre-university summer programmes	(E)
Knowledge of programme management and delivering complex logistical arrangements	(D)
<b>Skills &amp; Abilities</b>	
Effective analytical and problem-solving capability	(E)
Excellent interpersonal skills with the ability to deal pleasantly, confidently, diplomatically and effectively with face-to-face enquiries and telephone calls	(E)
Ability to work independently and as part of a larger team, working collaboratively providing help and assistance when required	(E)
Adaptable and flexible approach to working, to work evenings and weekends and take one mandatory unpaid day off.	(E)

Ability to use own initiative and prioritise activities, to deal with problems which may hinder the delivery of an effective service (E)

## Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory [Disclosure and Barring Service \(DBS\) check](#), at the appropriate level, will be required for the successful candidate.

**March 2025**