

# IMPERIAL

## Global Summer School Pastoral Manager

<b>Department/Division/Faculty:</b>	Lifelong Learning
<b>Campus/Location:</b>	South Kensington Campus, with local travel during social activities
<b>Job Family/Level:</b>	Professional Services Level 3b ( <a href="#">Salary scales</a> ). £29.43 per hour plus holiday pay. (On call responsibilities will be paid at the rate of £14.80 per hour plus holiday pay)
<b>Responsible to:</b>	Global Summer School Manager and Global Summer School Senior Pastoral Manager
<b>Line management for:</b>	50 x Global Summer School Pastoral Mentors
<b>Key working Relationships (Internal):</b>	Global Summer School Team, Pastoral Mentors, Events and Guest Accommodation Operations Teams, Maintenance Teams, Community Safety and Security Team
<b>Key Working Relationships (External):</b>	External activity and hospitality providers including coach company and catering companies, Global Summer School participants and guardians
<b>Contract type:</b>	Casual worker contract: 29 June – 11 July, 3 – 16 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 2026 we will run two Global Summer School programmes:

- 29 June – 10 July
- 3 – 14 August

We are recruiting for four 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 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 and confidence to feedback to senior programme staff in a constructive manner. Managing the [pastoral mentors](#) is a significant part of this role, and they are the first point of contact for students with queries during the evenings and weekends.

Please note that this role is not open to current Imperial Undergraduate students or those who graduate in 2026. You may be interested in applying for a [Global Summer School mentor](#) role.

## Core Hours

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 (between 3pm and midnight), 1.5 hours each morning (between 7am and 10am), 8 hours each weekend day (between 7am and midnight) and a shorter shift TBC on the final day of the programme (from around 6am – 2pm) with specific shifts confirmed in advance of the programme. It is likely that hours will exceed these core hours and so flexibility is required, and availability for the duration of the programme and the full hours above is required.

On call hours will begin once the final Pastoral Manager has signed out for the evening, this is estimated to be from midnight to 7am but will differ each evening. These on call hours are not included within the core hours above.

Pastoral Managers will be required to attend mandatory in person training on 23 June (if you are working during the July session) and 28 July (if you are working during the August programme). There will also be preparatory work/training required in advance of these sessions, and another mandatory in person session for Pastoral Managers in advance of the programme – this date will be confirmed once recruitment has been completed. Preparatory work and training sessions will be paid.

One full unpaid day off will be allocated for all pastoral managers in line with employment regulations, this is not negotiable and cannot be the first or last day of a programme. Full confirmed hours and rota will be provided in advance of the programme and is subject to change.

Core hours are guaranteed only for pastoral managers who fulfil their full responsibilities and follow the GSS Mentor Code of Conduct. If pastoral managers are removed from the programme for any reason, then

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only hours worked will be paid. Please note that all pastoral managers are required to adhere to the 'Casual Hours Agreement' provided by the Casual Worker team for the duration of their employment.

## Accommodation

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. You will be required to stay on campus for the duration of the programme and sign out with GSS staff if you are not staying on campus during a day off, a private en-suite room will be provided within the student accommodation.

## Meals

Breakfast and dinners will be provided whilst you are on shift, and lunches will be provided during weekend shifts. This might be on campus, or off campus during the social programme.

## Travel

Travel to campus for work will not be subsidised by the Global Summer School team, you must arrange and pay for this. All travel during social activities will be provided by the Global Summer School team, and if you are asked to accompany an airport transfer or escort a student to an appointment you can claim travel costs back to a specified limit.

## Key Responsibilities

- Supervise up to 50 pastoral mentors who are current Imperial undergraduate students. Lead daily briefing and debriefing sessions, be the first point of contact for queries, allocate shifts, monitor attendance and behaviour
- Responsibility for record keeping of mentor working hours, signing mentors in and out for shifts, submitting correct timesheets to Global Summer School team for payroll approval and clarifying any queries
- 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) and mentors
- 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

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- Attend mandatory training and preparatory sessions in advance of the programme, completing training and/or pre-reading as required.
- 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 23 June and 28 July 2026.

## Person Specification

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### Requirements

Candidates/post holders will be expected to demonstrate the following:

**Essential (E)/  
Desirable (D)**

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### Education

Educated to degree level, or equivalent significant work experience within a similar role. (E)

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### Experience

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)

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### Knowledge

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)

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### Skills & Abilities

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)

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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 2026