

## **Summer School Night Warden**

### **Reports to: Centre Manager**

Hours: 10.30 pm – 3.30 am, 6 nights a week, plus some evening activities

### **About NCG**

NCG is a specialist college providing English Language courses to international students. We have two year-round adult schools, located in Manchester and Liverpool, and we provide summer courses for students aged 12-17 in locations across the UK. On our summer courses, students combine studying English with an exciting activity programme.

With more than 10 years' experience of teaching English, we have developed a strong reputation for our high-quality teaching and friendly staff.

### **The role**

You will be responsible for the students from the time they enter the accommodation after evening activities until the early hours of the morning. You will ensure that students are complying with the rules and deal with any situations which may arise when they are not (eg students smoking, students outside the building after lights out.) You will be expected to deal with any student who becomes sick during the night, contacting Group Leaders and/or management staff when required. You will also be required to assist with early/late departures or arrivals when the need arises.

The role includes:

- Ensuring all students are in their rooms/ flats by the appointed time and are complying with the rules and regulations
- Undertaking a sweep of the accommodation blocks on a regular basis
- Maintaining a log of your activities
- Recording any incidents in the Log Book
- Contacting Group Leaders and/or senior management when necessary
- Keeping in regular contact with the host institution security staff
- Welcoming and processing groups arriving late at night or early in the morning
- Assisting with departing groups late at night or early in the morning
- Handing over the emergency phone to the duty manager at the end of your shift
- Assisting with evening activities two to three times a week (for which you will be paid extra)

### Pastoral and Welfare Duties

- Dealing with incidents, attending hospital visits etc.
- Monitoring and issuing medicine and monitoring any medical conditions

- Undertaking any other duties to assist in the day-to-day running of the Summer School

### NCG Expectations of All Staff

- To work within British Council guidelines - BC inspections may take place while the camp is in operation
- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To live on-site, board and lodging provided as part of the salary package
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, Group Leader or host site representatives issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To wear NCG uniform at all times when you are on duty. Any uniform supplied by NCG is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager.

### **Requirements**

- A mature and professional attitude and willingness to work unsocial hours
- A first aid certificate or willingness to obtain one
- Experience of working with children or teenagers
- Good communication, interpersonal and time management skills
- Problem solving, the ability to think on your feet and make decisions independently

**Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.**

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.