

SUMMER PROGRAMMES – 2023

Job Description

Post title	PACE Residential Assistant
Department/Division	PACE
Faculty/Directorate	School of Professional and Continuing Education (PACE)
Responsible for	Academic Support & Student Support
Responsible to	Residential Welfare Lead for Summer Programmes

Role purpose
<ul style="list-style-type: none">• To supervise and be directly responsible for the safeguarding of an assigned group of Pre-University Summer School students for the duration of the programme.• To ensure all students on the residential programme uphold the Student Code of Conduct whilst involved in the programme and ensure that all students remain safe.• To maintain regular contact with allocated students when they are away from the residence and ensure all students are accounted for by set timeframes (for example, evening curfew and lights out).• To assist the Residential Welfare Lead in managing the residential programme by escalating any areas of concern and ensure clear lines of communication.

Overview of key tasks and responsibilities
<ul style="list-style-type: none">• To supervise Pre-University students while they are staying in King's residence.• To take responsibility for all students within the assigned group to ensure they are engaged with activities and attend all compulsory activities; this includes any logistics involved with leading students to different activities.• To be consistently vigilant and proactive when upholding Safeguarding guidelines and processes and conduct themselves in a professional manner at all times.• To escalate complaints and safeguarding concerns to the Residential Welfare Lead in a timely manner and prioritise student safety at all times.• To ensure all students are accounted for by set timeframes – usually at the end of each day's teaching, curfew & lights out.• Monitor noise levels, litter, general tidiness, and damage and making sure that all necessary residential systems and procedures are followed.• To attend regular briefings and keep all relevant staff members updated of any issues/concerns.• To ensure all students adhere to the Pre-University Summer School Code of Conduct and the accommodation rules and regulations during the programme.

- To ensure nightly attendance sheets are completed and returned to the Residential Welfare Lead as directed.
- To ensure all relevant student information is handed over to the daytime support staff to maintain student safety.
- To assist and lead Summer Society social events as needed on and off-site.
- To take initiative during free-time periods to ensure that students have fulfilling social activity options available and to assist and/or facilitate any required organisation.
- To carry out other duties consistent with the post and/or as directed by the Residential Welfare Lead and the PACE team.
- To ensure students are aware and fully compliant with in campus COVID and Health and Safety policies.

Additional Information

Programme Dates:

July 1st – July 22nd 2023

Working Hours:

Approximately 5:00pm – 9:00am for the duration of each programme (Monday – Friday) and weekends. The postholder may be expected to work some additional hours.

Payment:

£13.30 per hour.

All Residential Assistants must have a valid DBS check (within last three years) before they start work on this programme. This can be facilitated by the PACE team ahead of the programme start.

All Residential Assistants must attend 1-2 mandatory paid training days and a pre-programme briefing before the start of the programme. These will be in June and will be confirmed to successful postholders.

Further Information

Postholders will be expected to live at the designated King's residence for the full duration of the programme. Due to the pastoral nature of the role, postholders will also be expected to be available for the entirety of the programme dates. Exceptional circumstances can be accommodated (e.g., graduation ceremonies or religious holidays), but these should be flagged in your application or at interview.